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ABSTRACT

Training programs offered by various Federal agencies for Federal, State and local government employees are compiled in this catalog. Designed primarily for employees in the Washington, D.C. area, the catalog is divided into Open Interagency courses and Limited Interagency courses. Interagency courses are listed by major category such as Automatic Data Processing or Labor Relations. Each course is described, and information is given about who may attend and how to make nominations. Limited Interagency training courses are listed by agency. The catalog also contains an alphabetical listing of courses which can be used for upward mobility programs for lower level employees. (RS)

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PAMPHLET T-9
JULY 1972

CSC AO

INTERAGENCY TRAINING

catalog of courses

1972-1973

U.S. CIVIL SERVICE
COMMISSION

BUREAU OF
TRAINING

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INTERAGENCY TRAINING CATALOG OF COURSES

Pamphlet T-9

U. S. CIVIL SERVICE COMMISSION
BUREAU OF TRAINING

1

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Introduction

The Interagency Training Catalog of Courses contains a variety of training programs offered by various Federal Agencies. These courses are available to Federal, State and local government employees.

This catalog is intended primarily for clientele in the Washington, D.C. area. Courses are separated into two groups: open interagency training and limited interagency training. Open courses are those having no restriction on attendance other than prerequisite qualifications. Limited courses are designed primarily for an agency's own employees but are available to other agencies on a space-available basis.

Every three months a supplement to the catalog is published called the Interagency Training Courses Calendar. These supplements provide lists of courses available for interagency use to be offered during the quarter. They also include descriptions of courses which have been developed subsequent to the issuance of the catalog and provide dates, costs, locations and telephone contacts for these new courses as well as for courses described previously in this catalog.

A new feature of this catalog is an alphabetical listing of the various courses which can be used for upward mobility programs for lower level employees. Most of the courses listed are skills oriented; however, some of the entries are designed for counselors and supervisors who work closely with employees in the lower grade levels The Upward Mobility index starts on page 300.

State and local governments are encouraged to participate in the various programs now available to them under the Intergovernmental Personnel Act of 1970. A number of courses will be especially valuable for employees of these governments in meeting the training needs of their agencies.

The Bureau of Training prepares and distributes a variety of training resource publications. Agencies are encouraged to contact their appropriate training office for these documents. Each of the U.S. Civil Service Commission's ten regional training offices and the Central Office, Bureau of Training, Washington, D.C. publish course announcements, calendars, and catalogs. Central and Regional Office addresses, telephone numbers and areas of jurisdiction are listed in the appendix on page 273.

Guide For Users

For course dates, prices, locations and contacts refer to appropriate interagency training courses calendar published every three months by the Bureau of Training, U.S. Civil Service Commission.

The format of this catalog is designed to assist users in locating courses quickly and easily.

The Table of Contents lists open Interagency Courses under seven (7) major categories:

- Automatic Data Processing
- Communications and Office Skills
- General Management
- Labor Relations
- Management Sciences
- Personnel Management
- Other Specialized Courses

Each of these 7 categories contains sub-headings and a list of all courses.

The Limited Interagency Training courses are listed by agency.

To facilitate locating individual courses easily they are alphabetically listed in the Index. In addition they are cross-referenced when they are related to more than one subject. An example is Executive Seminar in ADP, listed also as ADP, Executive Seminar in.

An additional aid in locating sections of the Catalog quickly is provided on the reverse cover. This refers the reader to marked sections of this publication.

How To Make Nominations

OPEN INTERAGENCY COURSES

U.S. Civil Service Commission

CSC nomination forms (Optional Form 37) should be submitted in *quadruplicate* by authorized Federal agency representative to the appropriate training center.

State and local government agencies, and international organizations should submit a letter from an authorized official including the following information:

▼

(1) Title and date of course,
(2) Name, address, position title, and brief description of duties, and
(3) Office address to which the bill should be forwarded.

Other Agencies

Specific nomination procedures for all courses presented by agencies other than the U.S. Civil Service Commission are listed in the course description under the sub-heading How To Make Nominations.

LIMITED INTERAGENCY COURSES

Specific nomination procedures are listed for each agency.

Sources

A

ADP Management Training Center
Bureau of Training
U.S. Civil Service Commission
1900 E Street N.W.
Washington, D.C. 20415
Phone (202) 632-5650

B

Communications & Office Skills Training Center
Bureau of Training
U.S. Civil Service Commission
1900 E Street N.W.
Washington, D.C. 20415
Phone (202) 632-6353

C

General Management Training Center
Bureau of Training
U.S. Civil Service Commission
1900 E Street N.W.
Washington, D.C. 20415
Phone (202) 632-5562

D

Labor Relations Training Center
Bureau of Training
U.S. Civil Service Commission
1900 E Street N.W.
Washington, D.C. 20415
Phone (202) 632-4410

E

Management Sciences Training Center
Bureau of Training
U.S. Civil Service Commission
1900 E Street N.W.
Washington, D.C. 20415
Phone (202) 632-5600

F

Personnel Management Training Center
Bureau of Training
U.S. Civil Service Commission
1900 E Street N.W.
Washington, D.C. 20415
Phone (202) 632-5636

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Automatic Data Processing

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EXECUTIVE SEMINAR/WORKSHOP SERIES IN ADP

Civil Service Commission

The Executive Seminar/Workshop Series in ADP consists of three modules, each described below. The entire series will be offered twice a year at the Civil Service Commission, 1900 E Street, NW.

EXECUTIVE SEMINAR IN ADP

Civil Service Commission

A 2-day seminar (the first of 3 modules).

Description

The seminar is designed for executives who have broad responsibility for functions which are or soon may be automated. It will provide an opportunity to obtain information, develop ideas, and exchange views on effective uses of automatic data processing. Topics presented and discussed will focus on matters of concern to top management. Content of the seminar will include: capabilities of electronic data processing equipment; feasibility studies; inplementing the decision to automate; effects of electronic data processing systems on organizational structure and various levels of management; present ADP applications and their results in terms of efficiency, effectiveness, and economy; the impact of ADP on the workforce; and the future of ADP in government management. This seminar not only provides the basic computer concepts necessary for the rest of this series, but it can also serve as an appropriate background course for other, more specialized programs offered by The ADP Management Training Center.

EXECUTIVE WORKSHOP IN ADP SYSTEMS ANALYSIS

Civil Service Commission

A 3-day seminar (the second of 3 modules).

Description

This course is specifically designed for government executives seeking a fuller understanding of the basic concepts and techniques of ADP systems analysis. The workshop is a highly condensed, fast-moving course. Participants will learn, by working in small workshop teams and through class discussion, how an ADP systems analyst proceeds from the first step of problem definition to the documentation of a new system. The course will deal primarily with one case study application.

EXECUTIVE WORKSHOP IN ADP PROGRAMMING

Civil Service Commission

A 5-day seminar (the third of 3 modules).

Description

This course is specifically designed for government executives who want and need to have a fuller understanding of the basic concepts and techniques of digital computer programming. The teaching effort will be directed toward the "doing," by each individual participant, of computer programming. The workshop is a highly condensed, fast-moving course with most of the available time devoted to technical details. The culmination of the week's activities will be the writing of two computer programs, one in the BASIC language which will be tested and executed using time-shared remote computer terminals, the other in COBOL, to be compiled and run on batch processing equipment.

Who May Attend

Career executives, GS–14 (or equivalent) and above, are eligible for nomination to any module of the Executive Seminar Workshop Series in ADP. A person planning to attend the workshops will find it helpful to have a basic understanding of ADP such as that presented in the Executive Seminar in ADP or a similar program.

How To Make Nominations

Nominations can be made at any time to source A. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.
See nomination procedures on page v.

AN INTRODUCTION TO ADP

Civil Service Commission

A 5-day program to be conducted quarterly at the Civil Service Commission, 1900 E Street NW.

Description

This program is designed to provide introductory knowledge about the uses and potential of automatic data processing systems. The primary topics include: (*a*) Capabilities and components of computers; (*b*) ADP systems analysis and design; (*c*) computer programming concepts; (*d*) ADP conversion planning and control; (*e*) on-site tour of a computer installation; (*f*) impact of computer time-sharing; (*g*) ADP applications; (*h*) economic and social effects of increasing computer automation; and (*i*) the future of ADP. The broad implications of automatic data processing will be stressed in conjunction with selected technical aspects of the computer. Lack of prior familarity with computer technology will not handicap participants.

Who May Attend

This program is open to all Federal, State and local government employees.

How To Make Nominations

Nominations can be made at any time to source A. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

MANAGEMENT INTRODUCTION TO ADP

Civil Service Commission

A 3-day seminar scheduled approximately every 6 weeks at the Civil Service Commission, 1900 E Street NW.

Description

This seminar is designed to provide a management overview of the fundamentals of automatic data processing. It is also the recommended introductory course for participants planning to attend later ADP seminars (in personnel management, employee development, financial management, the law, supply management, medicine, and technical information systems). The following topics will be discussed: (*a*) ADP overview; (*b*) capabilities and components of computers; (*c*) introduction to ADP programming; (*d*) planning and preparing for a computer; (*e*) ADP systems analysis and design; (*f*) computer applications; (*g*) economics of ADP; and (*h*) computer-related middle management considerations. Technical aspects of automatic data processing will be presented, but only on an introductory level. Lack of prior participant familiarity with computer technology is assumed.

Who May Attend

This program is open to all Federal, State and Local government employees, GS-11 and above or equivalent.

How To Make Nominations

Nominations can be made at any time to source A. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

ADP SYSTEMS ANALYSIS SEMINAR

Civil Service Commission

An 8-week program scheduled three times a year at the Civil Service Commission, 1900 E St. NW.

Description

This seminar is designed for those functional area employees and managers who must communicate and work with computer technicians (system analysts and programmers) in developing ADP systems. Interaction between participants and session leaders is encouraged. Among the subjects to be discussed are: (*a*) Principles of ADP: fundamentals of computer programming, components and capabilities of computers; (*b*) ADP systems analysis concepts: the systems development process, problem definition, feasibility studies, data analysis, equipment considerations, management planning and control, systems implementation and operation; (*c*) ADP systems and analysis techniques: flowcharting, decision logic tables, forms analysis and design, management-related uses of the computer, i.e. operations research. The students in this seminar will be expected to exert a considerable amount of individual effort, both during and between the scheduled sessions. Although this is an introductory program in ADP Systems Analysis, participants will find it most helpful to have attended Management Introduction to ADP or An Introduction to ADP.

Who May Attend

Persons serving in management fields or programs at and above GS–9 (or equivalent) who are preparing for or are affected by ADP systems are eligible for nomination. This course is not intended for ADP trainees (see Fundamentals of ADP for Computer Specialist Trainees) or current computer programmers and analysts (see Systems Analysis for Computer Programmers, Systems Workshop for Computer Specialists, Seminar in Advanced Computer Systems Technology, or Workshop Series in ADP Systems Analysis Techniques).

How To Make Nominations

Nominations can be made at any time to source A. See page vi. Contact your Training Office for course announcement

and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

AUDITING SECURITY IN AN ADP FACILITY

Interagency Auditor Training Center

A 2-day course to be given at the Woodmont Building, 6th Floor, 8120 Woodmont Avenue, Washington, D.C. 20014.

Description

This course is designed for persons who have no prior experience in the area of ADP as well as those who do have such experience. It reduces the complex task of auditing or reviewing security in the ADP environment into five logical and workable categories for audit attention. The approach is common sense and nontechnical. The presentation is designed to actually develop an audit guide over the two-day session.

Who May Attend

This course is recommended for the auditor and audit manager of the GS 9/15 grade level who are responsible for auditing security in an ADP facility.

How To Make Nominations

Nomination—Registration for Training, Optional Form 37, should be submitted for each nominee to Registrar, Interagency Auditor Training Center, Woodmont Building, 6th Floor, 8120 Woodmont Avenue, Washington, D.C. 20014, not later than two weeks prior to the beginning date of the course.

AUDITING SYSTEMS SUPPORTED BY ADP EQUIPMENT I

Interagency Auditor Training Center

A 5-day course to be given at the Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014.

Description

This course is the first of a program of three integrated strategically space 5-day courses on Auditing Systems Supported by ADP Equipment. The program is designed for the modern auditor who examines systems which contain or are supported by varying amounts of ADP equipment. The program emphasizes the need for obtaining the audit expertise to deal with the new systems management is employing to accomplish its mission. ADP is kept in its proper perspective, that is, it is a part of the system, but not the subject of the audit. Enrollees of this first course will obtain new tools made necessary by the presence of ADP equipment in systems, a sound basis for practical auditing experience in the new environment, and a foundation for further specialized training in data automation. Coverage includes:

Introduction to System Analysis and Design
ADP Equipment
ADP Terminology
Grid and Logic Chart Preparation
Internal Controls and Audit Trails in an ADP Environment
Survey Techniques and Approaches for Auditors
Basic Auditing Approaches and Techniques

Who May Attend

Course is recommended for selected Government auditors of the GS–9/15 grade level or the equivalent. Enrollees should have a need for this specific course and should have the ability to master new subjects quickly.

How To Make Nominations

Nomination-Registration for Training, Optional Form 37, should be submitted for each nominee to Registrar, Interagency Auditor Training Center, Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014 not later than two weeks prior to the beginning of the course.

AUDITING SYSTEMS SUPPORTED BY ADP EQUIPMENT II

Interagency Auditor Training Center

A 5-day course to be given at the Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014.

Description

This course is the second of three integrated strategically-spaced 5-day courses on Auditing Systems Supported by ADP Equipment. This course contains computer programing, computer exercises, and computer-assisted and other audit techniques. Coverage includes:

Elements of Computer Programming
Computer Exercises
Computer-Assisted and Other Audit Techniques

Who May Attend

Course is recommended for selected Government auditors who have a need for this training. It is recommended that enrollees be of the GS–9/15 grade level (or the equivalent) and that they have completed the course "Auditing Systems Supported by ADP Equipment I" or equivalent.

How To Make Nominations

Nomination-Registration for Training, Optional Form 37, should be submitted for each nominee to Registrar, Interagency Auditor Training Center, Woodmont Building, 6th Floor, 8120 Woodmont Avenue, Washington, D.C. 20014, not later than two weeks prior to the beginning date of the course.

AUDITING SYSTEMS SUPPORTED BY ADP EQUIPMENT III ("Hands-On" Computer Exercises)

Interagency Auditor Training Center

A 5-day course to be given at the Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014.

Description

This seminar is designed to provide auditors with experience and insight into computer software, systems management, and data analysis. "Hand-On" exercises are conducted in a "Real-Time" environment. Due to a scarcity of computers, enrollments will be limited. The coverage includes:

- **Review of Survey and Audit Approaches of Courses I and II**
- **Additional Audit Approaches**
- **Case Problem on Survey and Audit in Relatively Complex ADP Environment**
- **Preparation and Evaluation of Survey Report**
- **Preparation and Evaluation of Audit Program and Expected Audit Findings**

Who May Attend

Recommended for Accountants and Auditors who have completed "Auditing Systems Supported by ADP Equipment I and II" or equivalent instruction. It is recommended that enrollees be of the GS–9/15 grade level or equivalent.

How To Make Nominations

Nomination-Registration for Training, Optional Form 37, should be submitted for each nominee to Registrar, Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014.

AUDITING TECHNIQUES FOR ADP SYSTEMS

Civil Service Commission

A 2-week course offered once a quarter at the Civil Service Commission, 1900 E Street NW.

Description

This intensive, fast-moving course provides practical, fundamental knowledge and training in ADP Auditing Techniques at a minimum cost of training manhours to the participating agencies. This is accomplished by: (*a*) limiting class size to 20 students to assure individualized instructor guidance in workshops and exercises; (*b*) distributing a 10-hour home study assignment to students in advance of the program; and (*c*) providing additional subject-matter handouts and selected reading material during the course to supplement the program and to serve as post-course reference. The primary objective is to provide practice in the application of tools, techniques, and methods which are generally applicable to the audit of ADP Systems. The following subjects will be among those developed through the use of lectures, discussions, individual and team workshops, and case problems: ADP equipment, flowcharting, and programming (COBOL); internal controls and audit trails; and audit techniques and their application.

Who May Attend

Federal, State and local government auditors and internal review personnel at grade level GS–9 and above (or equivalent) with at least one year of auditing experience are eligible to attend. The course will also benefit ADP systems analysts, programmers and others with a need for a working knowledge of audit requirements in the areas of audit trails and internal controls.

How To Make Nominations

Nominations can be made at any time to source A. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

SEMINAR ON ADP AND THE LAW

Civil Service Commission

A 3-day seminar to be conducted twice a year at the Civil Service Commission, 1900 E Street NW.

Description

This course will deal with some of the fundamental issues surrounding both the use of computers as tools for legal research and office administration, and the legal ramifications of computers. Among the topics to be discussed are: (*a*) legal information retrieval; (*b*) legal office administration computer applications (*c*) legal liability and automatic data processing; (*d*) legal protection for computer programs; (*e*) computers and the invasion of privacy; and (*f*) contracting for ADP equipment and services.

Who May Attend

Career government attorneys with an interest in the combined topics of computers and the law are eligible for nomination. Some knowledge of ADP, such as that gained through prior attendance at a session of Management Introduction to ADP, is recommended.

How To Make Nominations

Nominations can be made to source A. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

SEMINAR ON ADP AND MEDICINE

Civil Service Commission

A 3-day seminar to be conducted twice a year at the Civil Service Commission, 1900 E Street NW.

Description

The purpose of this seminar is to provide a forum for the presentation and discussion of timely concepts, problems, and solutions in medicine and ADP. Additionally, it facilitates the exchange of information among physicians, educators, research investigators, hospital administrators, and other members of the medical community, with emphasis on those areas in which computers and other aids to information processing can play a significant role.

This seminar is specifically designed for employees who want and need a broader understanding of the concepts and techniques of ADP and its relationships to medicine. The seminar is intended for the professionals in administration, processing, education, research, clinical medicine and other related areas. In three days, with this general audience, the rigorous treatment of any specific subject area will not be attempted.

Who May Attend

Physicians and hospital administrators employed by agencies as well as other career government employees with an interest in these combined topics, are eligible for nomination. Some familiarity with ADP, such as that gained through prior attendance at a session of Management Introduction to ADP, is recommended.

How To Make Nominations

Nominations can be made to source A. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

SEMINAR ON ADP IN FINANCIAL MANAGEMENT

Civil Service Commission

A 3-day program to be held twice a year at the Civil Service Commission, 1900 E Street NW.

Description

This seminar is designed primarily to examine various systems approaches in applying ADP to specific financial activities. The following topics are among those discussed through the use of case histories, group discussions, and lectures: (*a*) growing impact of ADP on financial management; (*b*) computer equipment characteristics and capabilities; (*c*) current and projected use of computers in the financial management field; (*d*) problems of systems integration, evaluation and control; and (*e*) feasibility studies and the selection of payoff areas.

Who May Attend

Accountants, budget officers, and others in the financial management field, GS–11 and above or equivalent are eligible for nomination. Prior attendance at a Management Introduction to ADP course or equivalent knowledge is recommended.

How To Make Nominations

Nominations can be made to source A. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

SEMINAR ON ADP IN PERSONNEL MANAGEMENT

Civil Service Commission

A 3-day program offered twice a year at the Civil Service Commission, 1900 E Street NW.

Description

This seminar is designed to orient the personnel manager to the ways in which ADP can support him and to acquaint him with some of the personnel problems related to computer systems. The following topics are among those discussed through the use of case histories, group discussions, and lectures: (*a*) growing impact of ADP on personnel management; (*b*) case studies in computerized personnel systems; (*c*) government-wide activities related to centralized ADP systems and standards; (*d*) description of ADP jobs and their requirements; and (*e*) management considerations in developing computerized personnel systems. This program will build upon the material presented in the 3-day Management Introduction to ADP course.

Who May Attend

Those serving in the personnel field or closely associated with personnel administration, GS–11 and above or equivalent, are eligible for nomination. Prior attendance at a Management Introduction to ADP course or corresponding knowledge is recommended.

How To Make Nominations

Nominations can be made to source A. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

SEMINAR ON ADP IN SUPPLY MANAGEMENT

Civil Service Commission

A 3-day program to be held twice a year at the Civil Service Commission, 1900 E Street NW.

Description

This seminar is designed primarily to examine various systems approaches in applying ADP to specific supply activities. The following topics are among those discussed through the use of case histories, group discussions, and lectures: (*a*) growing impact of ADP on supply management; (*b*) computer equipment characteristics and capabilities; (*c*) current and projected use of computers in the supply management field; (*d*) problems of systems integration, evaluation and control; and (*e*) feasibility studies and the selection of payoff areas. This program will build upon the material presented in the 3-day Management Introduction to ADP course.

Who May Attend

Supply officers and others in allied fields, GS–11 and above or equivalent, are eligible for nomination. Prior attendance at a Management Introduction to ADP course or equivalent knowledge is recommended.

How To Make Nominations

Nominations can be made to source A. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

SOURCE DATA AUTOMATION

General Services Administration

A 5-day workshop scheduled to meet agency demands.

Description

This workshop explores efficient information and data input devices, where they are needed, and how to evaluate their potential. Emphasis is on the importance and feasibility of capturing data in machine language at the first recording or at the earliest practical point in the system.

Who May Attend

This workshop is designed to provide guidance for management analysts, systems personnel, supervisors and others who are directly involved in applying source data automation techniques.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Workshop Director, National Archives and Records Services (NRP), General Services Administration, Washington, D.C. 20408, using Optional Form 37, Nomination for Interagency Training.

Other Information

Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 963–4154, or code 13, extension 34154.

Information Processing

COMPUTER/MICROFILM INTERFACES

Civil Service Commission

A 2-day survey course to be conducted quarterly at the Civil Service Commission, 1900 E Street NW.

Description

Whether a microfilm system or a computer system is better suited for information storage and retrieval is a question that has plagued the information industry for years. Which is more efficient? Which is less expensive? The "system" solution presented in this seminar is to use computers and microfilm in combination. In this way, the advantages of one complement the advantages of the other. In addition to being able to use microfilm and computers together in a systems sense, a number of new devices now allow direct machine conversion from magnetic tape to microfilm and from microfilm to magnetic tape and other machine readable media. This computer/microfilm interface gives a new dimension to the concept of information systems. This seminar will provide a balanced view of work now being done using computer/microfilm interface and discuss the cost/benefits of such an approach.

Who May Attend

Information specialists, computer specialists, systems analysts, librarians, and other Federal, State and local government employees concerned with the possibility of using computers and microfilm together, at grade GS-7 and above (or equivalent) are eligible to attend this program. It is desirable for all participants to have a basic knowledge of operational information systems and of automatic data processing concepts.

How To Make Nominations

Nominations can be made at any time to source A. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.
See nomination procedures on page v.

COMPUTER TYPESETTING/PHOTOCOMPOSITION

Civil Service Commission

A 2-day seminar to be conducted quarterly at the Civil Service Commission, 1900 E Street NW.

Description

The primary objective of this seminar is to provide a balanced overview of what is currently being done in the area of computer typesetting and photocomposition. Coverage will include presentations from GPO representatives on the Linotron and the Master Typography Program.

Who May Attend

The seminar is designed for publications officers, printing specialists, information specialists, computer specialists, systems analysts, compositors, typesetters, editors and other Federal, State, and local career government employees interested in computerized typesetting and photocomposition.

How To Make Nominations

Nominations can be made at any time to source A. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

EQUIPMENT FOR INFORMATION PROCESSING

Civil Service Commission

A 3-day seminar to be offered three times during each year at the Civil Service Commission, 1900 E Street NW.

Description

This seminar is designed to familiarize the participants with the use, performance, characteristics, and selection and evaluation of some major classes and types of equipment utilized in the library and information environment for processing technical information. Emphasis will be placed on applications and performance of the equipment rather than on engineering specifications of internal mechanisms.

Who May Attend

The seminar is designed for information specialists, librarians, computer specialists, systems analysts, and other career Federal, State and local government employees who are responsible for the design or management of technical information systems or the acquisition of equipment for such purposes.

How To Make Nominations

Nominations can be made at any time to source A. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

OFFICE INFORMATION RETRIEVAL

General Services Administration

A 5-day workshop scheduled to meet agency demand.

Description

This workshop is designed to show how and under what circumstances modern information methods and equipment may be applied to improve dissemination, storage, and retrieval of information in various areas of the office. Participants are introduced to the techniques and systems in use today and some of those being developed. They are shown how to conduct information retrieval surveys, how to design and coordinate index systems, and how to select the right system and equipment.

Who May Attend

This workshop is designed to broaden the understanding and skills of management analysts, systems personnel, supervisors and others who may be directly involved in designing and installing an efficient information retrieval system.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Workshop Director, National Archives and Records Service (NRP), General Services Administration, Washington, D.C. 20408, using Optional Form 37, Nomination for Interagency Training.

Other Information

Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 963–4154, or code 13, extension 34154.

SEMINAR ON ADP IN TECHNICAL INFORMATION SYSTEMS

Civil Service Commission

A 3-day program to be conducted twice a year at the Civil Service Commission, 1900 E Street NW.

Description

This seminar is designed to present an overview of the applications of date processing techniques to various aspects of storage and retrieval of information, and to discuss the important criteria for the design, analysis and evaluation of an automated technical information system. Attendance at this seminar prepares the individual for participation in the other information processing courses offered by the Civil Service Commission.

Who May Attend

Information specialists, librarians, archivists, and other Federal, State and local government employees concerned with the storage and retrieval of technical data, GS–9 and above, or equivalent, are eligible for nomination. Prior attendance at a Management Introduction to ADP course or corresponding knowledge is recommended.

How To Make Nominations

Nominations can be made to source A. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

SEMINAR ON LIBRARY AUTOMATION

Civil Service Commission

A 3-day seminar to be conducted twice each year at the Civil Service Commission, 1900 E Street NW.

Description

This seminar is designed to present an overview of the applications of automatic data procession to the library field, to discuss the role of the librarian in the automation process, and to introduce the participants to the concepts and techniques of systems analysis and design, data base design and the criteria in evaluating an automation system. Attendance at this seminar prepares the participants for admission to all other library courses offered by the Commission.

Who May Attend

Federal, State and local government library personnel who are interested in the impact and potential of automatic data processing on libraries.

How To Make Nominations

Nominations can be made to source A. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

WORKSHOP IN INDEXING AND ABSTRACTING FOR ADP INFORMATION SYSTEMS

Civil Service Commission

A 3-day workshop to be conducted quarterly at the Civil Service Commission, 1900 E Street NW.

Description

This program is designed to acquaint participants with the processes of developing indicative and informative abstracts of technical documents and selecting appropriate index terms for information storage and retrieval of technical citations. Topics include: (*a*) introduction to information-handling systems; (*b*) ground rules for indexing and abstracting; (*c*) examples of thesaurus-building; (*d*) state-of-the-art in automatic indexing; (e) budget considerations; (*f*) controlled vs. free indexing; (*g*) links and roles; and (*h*) workshop sessions in both indexing and abstracting.

Who May Attend

Information specialists, librarians, scientists, engineers, computer specialists and other Federal, State and local government employees with a requirement to learn indexing and abstracting fundamentals are eligible to attend. Persons nominated should be at or above grade level GS-7 or equivalent.

How To Make Nominations

Nominations can be made at any time to source A. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

WORKSHOP SERIES ON ADP IN LIBRARY OPERATIONS

Civil Service Commission

A series of four ADP application workshops to be conducted several times each year at the Civil Service Commission, 1900 E Street NW.

Description

Designed for librarians as well as library technicians, this series of courses gives practical insight into the automation of each of the main operations performed by a government library. Through case studies, workshop sessions, and discussion periods, participants will gain a meaningful understanding of the total automation process.

Who May Attend

Federal, State and local government employees who supervise or perform a specific function in the operation of a library or information center. Participants should have a basic knowledge of data processing concepts such as one would gain from an introductory course or work experience.

How To Make Nominations

Nominations can be made at any time to source A. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

INTRODUCTION TO ANALOG SIMULATION

Civil Service Commission

A 5-day hands-on program offered twice each year.

Description

This one-week lecture-workshop is designed to present the basic concepts of analog computers as well as the advanced techniques required to solve problems by analog simulation. No prior knowledge of analog computers is required.

Analog computers will be available for student use throughout the week. Each participant will receive a printed set of class notes to minimize the requirements for extensive note-taking. Upon completion of this program, the participants should have the capability to handle sophisticated analog problems in their particular fields of endeavor.

Who May Attend

This course is directed to practicing engineers, mathematicians, scientists, and others in all levels of government who need to know how to use analog computers. Nominees must have a math background that includes differential equations. No prior knowledge of analog computers is required.

How To Make Nominations

Nominations can be made to source A. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

INTRODUCTION TO HYBRID COMPUTATION

Civil Service Commission

A 5-day hands-on program offered annually.

Description

This course serves as an introduction to hybrid techniques employing both the analog computer coupled with a digital computer and the analog computer containing parallel logic. Emphasis will be placed on the development of theoretical background rather than on the details of software for a particular system. The course will include laboratory experience solving typical problems on hybrid systems. Completion of the course will provide capability for the study of advanced problems on hybrid systems.

Who May Attend

This program is designed to aid those people who encounter problems in science and engineering such as boundary value problems, partial differential equations, systems analysis, optimization, control system design, etc., which are difficult to solve on an analog or digital computer alone and which could best be solved on a hybrid system.

How To Make Nominations

Nominations can be made to source A. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

INTRODUCTION TO STATE VARIABLES

Civil Service Commission

A 3-day program offered twice each year.

Description

The concept of State Variables involves the formulation of mathematical models of physical systems in terms of their most important physical variables. The type of mathematical model involved will depend on the nature of the physical system itself as well as the types of information sought. For example, linear continuous systems may be described by systems of linear ordinary differential equations and algebraic equations. The solution of these systems can be effected through methods of linear algebra and matrix theory. The advantage of the method is that it gives an insight as to the interaction and interdependence of various physical variables within large scale systems. The concept of state together with matrix theory provides a valuable combination for the analysis and synthesis of large scale physical systems for which linear continuous models are considered adequate. It provides capability for the prior analysis of large systems and the transformation of the equations into convenient forms for solution on analog and digital computers. Specific techniques covered include formulation of the model in terms of its equations of state, decomposition of high-order equations into systems of first-order equations, handling of large systems of equations in matrix form, transforming equations into forms which eliminate derivatives of forcing functions and give contributions of individual eigenvalues to overall response.

Who May Attend

This course is directed to practicing engineers, mathematicians, scientists, and others in all levels of government who encounter large systems of mathematical equations and have use for techniques for ease of solution on electronic computers.

Prerequisite: A degree in science, engineering, or mathematics or a familiarity with mathematics including calculus and differential equations.

How To Make Nominations

Nominations can be made to source A. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

MATHEMATICS FOR SCIENTIFIC COMPUTING

Civil Service Commission

A 5-day program offered twice a year.

Description

This program will teach mathematical techniques necessary to develop models of physical systems and the various methods of analysis available. Emphasis will be on the preparation of problems for solution on analog and digital computers.

Who May Attend

Scientists, engineers, mathematicians, and others who need to learn mathematical concepts used in scientific computing.

How To Make Nominations

Nominations can be made to source A. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

SCIENTIFIC COMPUTING WITH DIGITAL COMPUTERS

Civil Service Commission

A 5-day hands-on program offered twice each year.

Description

The objective of this 5-day program is to provide scientists, engineers, and mathematicians with the knowledge and techniques needed to use digital computers for solving mathematical problems from science and engineering.

The program will include an introduction to FORTRAN programming and numerical analysis as well as the development of numerical techniques for solving problems from science and engineering on digital computers.

Who May Attend

Scientists, engineers, mathematicians who need to learn to use digital computers to solve scientific problems.

How To Make Nominations

Nominations can be made to source A. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

CARD PUNCH OPERATOR

Civil Service Commission

A 4-week course to be held intermittently at the Civil Service Commission, 1900 E Street NW.

Description

This course is designed to teach the fundamentals of ADP data entry functions to lower-level employees so that they will be able to perform at the trainee level in all tasks normally accomplished by a card punch operator. The program assumes no prior knowledge of ADP and only a high school junior level of reading for the students. Heavy use is made of modern keypunch and card verification machines to give the students extensive "hands-on" experience enabling them to perform the data entry functions at acceptable speeds along with few errors.

Who May Attend

Any entry-level computer programmers, operators, ADP-related job seekers, individuals who desire to enter the ADP environment or others, as selected by individual Federal, State or local government agencies, with a grade level of GS-5 and below (or equivalent) may attend this course.

How To Make Nominations

Nominations can be made at any time to source A. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

COMPUTER OPERATOR

Civil Service Commission

A 8-week course to be held intermittently at the Civil Service Commission, 1900 E Street NW.

Description

This introductory program is designed to teach computer operating fundamentals to lower-level employees, so that, equipped with this newly acquired skill, they can perform at the trainee level all tasks related to computer operations. The program assumes no prior knowledge of ADP but a reading level proficiency of a high school junior will be necessary. Extensive use is made of a third-generation computer system allowing in-depth "hands-on" experience enabling the student to perform the detailed tasks of computer operations under the guidance of an experienced computer operator.

Who May Attend

Any entry-level computer programmers, operators, ADP-related job seekers, individuals who desire to enter the ADP environment or others, as selected by individual Federal, State or local government agencies, with a grade level of GS-5 and below (or equivalent) may attend this course.

How To Make Nominations

Nominations can be made at any time to source A. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

COMPUTER (PROGRAMMER) TECHNICIAN

Civil Service Commission

A 10-week course to be held several times each year at the Civil Service Commission, 1900 E Street NW.

Description

This comprehensive program is a total immersion program aimed at simulating a real computer environment. Extensive use is made of a dedicated third-generation computer system to allow as much "hands-on" experience as required and necessary to perform the job-related tasks of writing computer programs under the direction of an experienced programmer. No prior knowledge of automatic data processing is assumed. This program is designed to teach the basic rudiments of computer programming to lower-level and underutilized employees.

Who May Attend

Any entry-level computer programmers, operators, ADP-related job seekers, individuals who desire to enter the ADP environment or others, as selected by individual Federal, State or local government agencies, with a grade level or GS-5 and below (or equivalent) may attend this course.

Ho To Make Nominations

Nominations can be made at any time to source A. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

TECHNICAL ASSISTANT/DATA PROCESSING

Civil Service Commission

A 20-week course to be held at the Civil Service Commission, 1900 E Street NW.

Description

This is an intensive course aimed at simulating a real computer environment. Dedicated use is made of a third-generation computer system permitting as much "hands-on" experience as is required to help the student perform the job related tasks of writing computer programs or operating a third-generation medium-scale computer with a multiprogramming disk operating system. No prior knowledge of ADP is required by nominees and only a high school junior level of reading is necessary. Successful completion of this course meets minimum training requirements for a GS-4 Technical Assistant/Data Processing.

Who May Attend

Any entry-level computer programmer, operator, ADP-related job seekers, individuals who desire to enter the ADP environment or others, as selected by the individual Federal, State or local government agencies, with a grade level of GS-5 and below (or equivalent) may attend this course.

How To Make Nominations

Nominations can be made at any time to source A. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

Computer Specialist

Courses of General Interest

DECISION LOGIC TABLE WORKSHOP

Civil Service Commission

A 3-day tutorial program conducted four times a year at the Civil Service Commission, 1900 E Street, NW.

Description

Although decision tables are useful in many different situations, the focus in this course will be upon their relevance to data processing systems. The workshop is designed to teach students the fundamental concepts of decision logic tables, and to develop competence in using these techniques for improving communications and standardizing documentation. A basic proficiency in using decision tables will be developed by having students complete a series of increasingly difficult assignments utilizing limited, extended, and mixed entry tables. Students will be taught how to develop optimum tables and how to link tables together for documenting series of complex decisions. Students will learn how decision tables can be used effectively throughout the systems development process by operating managers and their staffs, and by systems analysts, programmers, and other computer specialists. Also covered in the workshop will be the conversion of decision tables to computer programs by coding and by using higher level languages.

Who May Attend

This program is open to individuals in both management and staff functions, who need a technique for documenting and communicating their decision methods or systems designs.

How To Make Nominations

Nominations can be made at any time to source A. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

SEMINAR IN ADP MANAGEMENT AND ADMINISTRATION

Civil Service Commission

A 3-day seminar scheduled three times annually.

Description

This seminar is designed to bring together individuals having ADP management responsibilities in government agencies, for the purpose of gaining and exchanging knowledge and experiences pertinent to the solution of problems of data processing management and administration. The seminar includes a discussion of the responsibilities and techniques of the ADP manager. Significant, nonroutine problems and the possible solution which are part of the seminar include such topics as:

- The ADP Manager . . . The Middle Man in Conflict
- Project and Production Management
- Controlling Program Development
- Personnel and Professionalism
- Costing Computer Operations
- Principles of Software Design
- Computer Performance Evaluation
- The Need for Standards
- The Data Entry Bottleneck

Who May Attend

Administrators of ADP installations, data processing managers, supervisory systems analysts, programmer supervisors and computer operations managers.

How To Make Nominations

Nominations can be made at any time to source A. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.
See nomination procedures on page v.

SEMINAR IN ADVANCED COMPUTER SYSTEMS TECHNOLOGY

Civil Service Commission

A 1-week program to be conducted four times each year.

Description

This seminar acquaints the computer specialists with state-of-the-art information on new and current hardware and software. The course updates the technical knowledge of computer specialists as professionals. Among the topics discussed are:

- The Impact of Advanced Technology on Long Range Planning
- Operating Systems
- Data Base and File Organization Languages
- Simulation and Modeling Techniques
- Computer Graphics
- Telecommunications
- Multiprogramming and Multiprocessing
- Minicomputers
- The Need for Standards
- Redesigning and Expanding Existing Systems
- Higher Level Languages

Who May Attend

ADP systems analysts, computer programmers and other computer specialists are eligible to attend this course.

How To Make Nominations

Nominations can be made at any time to source A. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

SEMINAR IN COMPUTER SYSTEMS EVALUATION AND SELECTION

Civil Service Commission

A 3-day course to be conducted three times annually at the Civil Service Commission, 1900 E Street NW.

Description

This course consists of lecture and discussion sessions on the question of:

- Government Rules and Regulations
- Simulation; Concept and Application
- The Solicitation Document
- Proposal Evaluation/Validation
- Benchmarking
- Managing the Selection and Evaluation Project
- The Vendor's View

The program will view the selection/acquisition cycle in the context of current Federal policies and regulations.

Who May Attend

Individuals whose responsibilities include participation in the evaluation and selection of computer equipment or who require an understanding of the process are eligible to attend. A knowledge of data processing concepts is necessary for meaningful participation in this seminar.

How To Make Nominations

Nominations can be made at any time to source A. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

COBOL PROGRAMMING TECHNIQUES

Civil Service Commission

A 5-day course to be conducted several times each year at the Civil Service Commission, 1900 E St. NW.

Description

This 1-week workshop will consist of lecture sessions supported by workshop exercises designed to teach selected elements of ANS COBOL through their application. Access to a third generation computer system will be available through remote batch input-output equipment located in the classroom. The workshop sessions will be scheduled to permit compilation, and testing during the class hours.

The following topics are among those to be covered in this course:

- Review of Elementary COBOL
- Use of File Storage
- Input-output Control
- One Dimensional Lists
- Sorting
- Summary Reporting
- Table handling
- Directories
- Segmentation
- Testing Conditions
- Logical Control
- Perform
- Programming requirements

Who May Attend

Persons with at least six months of COBOL Programming experience.

How To Make Nominations

Nominations can be made at any time to source A. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

FORTRAN PROGRAMMING TECHNIQUES

Civil Service Commission

A 1-week course to be conducted twice a year at the Civil Service Commission, 1900 E Street, NW.

Description

The 5-day course will provide participants with a working knowledge of selected extensions of the Fortran programming language as well as efficient coding and optimization methods. In a combination of lecture and workshop, participants are exposed to less frequently used features of the language and their application. During the workshop sessions, the concepts and techniques presented will be reinforced through reading exercises and problem programs. Remote computer terminals and remote batch processing equipment are available for testing and debugging student programs.

Who May Attend

Computer specialists and programmers; scientists, engineers, mathematicians and statisticians who have some Fortran programming experience or who have attended CSC course Fundamentals of FORTRAN IV or its equivalent are eligible to attend.

How To Make Nominations

Nominations can be made to source A. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

FUNDAMENTALS OF ADP FOR COMPUTER SPECIALIST TRAINEES

Civil Service Commission

An introductory 4-week course to be conducted three times each year at the Civil Service Commission, 1900 E Street NW.

Description

This program will expose students to almost all facets of data processing. The orientation to computer concepts will include a history of ADP; the logic behind the computer; the structure of computer components and the capabilities of the computer; and the various input/output devices and media.

This accelerated course will include both systems analysis and programming assignments in workshop exercises. Students will make use of the various techniques of systems analysis and design when they generate data requirements, processing specifications and systems flow-charts. Two weeks will be devoted to COBOL; FORTRAN will be presented in the latter part of the course. In addition, the students will be made aware of other languages and application programs and will be given an introduction to operating systems and decision logic tables. They will be given a lecture on time-sharing and will also make use of one phase of time-sharing: interactive problem programming.

The students will be given a well-rounded education on computers and a complete ADP picture. Each participant who successfully completes this training program can reasonably be expected to write moderately difficult computer programs or work as a junior member of a systems team. On-the-job training under the guidance of an experienced computer specialist will be required after the formal class training in order to develop a competent computer specialist of the trainee.

Who May Attend

Individuals who will be expected to fill positions in the Computer Specialist series (encompassing Computer Programmer, and Computer Specialist positions) are eligible to attend.

How To Make Nominations

Nominations can be made at any time to source A. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

FUNDAMENTALS OF ANS COBOL

Civil Service Commission

An 8-day tutorial program to be conducted several times each year at the Civil Service Commission, 1900 E Street NW.

Description

The eight-day workshop, Fundamentals of ANS COBOL, is designed to provide individuals who have a grasp of basic computer concepts with the ability to write COBOL programs of moderate conplexity. The program begins with three days of lecture followed by workshop sessions on the following days. The course is scheduled to permit time between sessions for study and preparation and to allow for keypunching of workshop programs. Each student will write programs which are tested on the Commission's third generation computer system. A card reader and printer are located in the classroom for program testing and debugging.

Who May Attend

Persons with a knowledge of data processing concepts, preferably with some prior programming training are eligible to attend.

How To Make Nominations

Nominations can be made at any time to source A. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

Other Information

A knowledge of COBOL is not required. Classes will be held Monday through Friday on the first week; and Monday, Wednesday and Thursday of the second week. Class size is limited to twenty participants.

FUNDAMENTALS OF FORTRAN IV

Civil Service Commission

A 5-day course to be conducted several times each year at the Civil Service Commission, 1900 E Street, NW.

Description

Fundamentals of Fortran IV is a five-day course designed to provide participants with a working knowledge of the FORTRAN programming language. The course will be based on standard FORTRAN as adopted by the American National Standards Institute to insure generality and compatibility between the various versions of the language.

Although the course will concentrate on the use of FORTRAN as a programming language for problem solution, it will also include fundamentals of ADP and an introduction to time-sharing. Students will learn to make use of a time-shared terminal in testing coding exercises on the computer as FORTRAN statements are presented and learned. In order to reinforce the lessons presented in the lectures, students will code programs and test programs through either the remote computer terminal or remote batch processing equipment during workshop sessions.

Who May Attend

Entry-level programmers, experienced programmers who want to learn a new programming language and individuals with programming aptitude in technical positions in which a knowledge of FORTRAN is helpful are eligible to attend.

How To Make Nominations

Nominations can be made at any time to source A. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

Other Information

Although knowledge of programming is not required for participants, some familiarization with computer concepts will be helpful.

INTRODUCTORY CONVERSATIONAL COMPUTING

Civil Service Commission

A 3-day workshop to be conducted four times each year at the Civil Service Commission, 1900 E Street, NW.

Description

This course is designed to provide a working knowledge of an aspect of time-sharing—problem solving through interactive programming. Participants code at least two programs, one of which is a problem that is in their area of interest. These problems are analyzed and coded into computer programs which are tested on the computer through a terminal. Students work in small teams in the solution of a class problem and individually or in teams on the problems which they define and formulate. Ample opportunity to use the remote computer terminal is given during the workshop session. An overview of ADP fundamentals and an introduction to time-sharing are among the other topics that will be covered in this course. No previous knowledge of time-sharing or programming is necessary for participation in the course; however, some familiarization with computer concepts such as that presented in ADP Orientation, Executive Seminar in ADP, or Management Introduction to ADP will be helpful.

Who May Attend

This program is open to individuals who want to become familiar with the fundamentals of time-shared programming.

How To Make Nominations

Nominations can be made at any time to source A. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.
See nomination procedures on page v.

DATA ENTRY/COMPUTER INPUT SURVEY

Civil Service Commission

A 2-day course conducted 3 times a year at the Civil Service Commission, 1900 E Street NW.

Description

The course provides background information on data entry media and devices and their effects on the total system. Up-to-date unbiased information is presented in lectures and discussions. The course presents:

- Historical Perspective of Data Entry
- System Design Considerations
- Current Data Entry Devices including Punch Card, Punch Paper Tape, Key to Tape, Key to Disk, Terminals, Optical Character Recognition
- Advantages and Disadvantages of each Data Entry Device
- Applications of the various devices
- Latest Developments in Data Entry Devices.

Who May Attend

Computer systems analysts, programmers and specialists; and others expressing an interest in Data Entry are eligible for nomination.

How To Make Nominations

Nominations can be made at any time to source A. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

FORMS FOR AUTOMATION

General Services Administration

A 5-day workshop scheduled to meet agency demand.

Description

A comprehensive workshop to acquaint participants with requirements, specifications, and practical techniques and applications for developing economical and efficient forms for use in processing information in conjunction with ADP equipment. Special projects provide practical experience in applying the standards and techniques discussed.

Who May Attend

Applicants should have a good background in automation or have attended the Mechanizing Paperwork Systems Workshop. In addition, they should either have attended the Forms Analysis and Design Workshop or have a good knowledge of basic forms management principles and techniques.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Workshop Director, National Archives and Records Service (NRP), General Services Administration, Washington, D.C. 20408 using Optional Form 37, Nomination for Interagency Training.

Other Information

Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 963–4154, or code 13, extension 34154.

SYSTEMS ANALYSIS FOR COMPUTER PROGRAMMERS

Civil Service Commission

A 5-day program conducted four times a year at the Civil Service Commission, 1900 E Street NW.

Description

This course is designed to prepare computer programmers for assignments in systems analysis. Knowledge of computer components and experience in programming will be presumed. The course will cover functions and techniques of systems analysis and design. The topics in the course include:

- Extent and tasks of systems analysis
- Feasibility studies
- Analysis of the present system
- Determination of system requirements
- Development of specifications for the new system
- Designing input and output layouts
- Developing test data for programs
- Systems Testing
- Conversion
- Documentation

Who May Attend

Computer programmers and newly assigned systems analysts with programming experience are eligible to attend.

How To Make Nominations

Nominations can be made at any time to source A. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

SYSTEMS WORKSHOP FOR COMPUTER SPECIALISTS

Civil Service Commission

A comprehensive 3-week, two-part training program to be conducted several times each year at the Civil Service Commission, 1900 E Street NW.

Description

This 3-week training program is designed for computer programmers and systems analyst trainees who need a firm foundation in the fundamentals of systems analysis and design. The comprehensive program is presented in two phases:

Phase I—Basic Concepts, a one-week session that provides an introduction to the total systems development process.

Phase II—Application Workshop, a two-week session utilizing a case study problem designed to develop competence in the basic skills and techniques of systems analysis and design.

Upon completion of the course, junior analysts can be expected to perform systems work with minimum guidance from experienced analysts.

Who May Attend

Computer specialists, newly assigned systems analysts, computer programmers and others who need a working knowledge of systems analysis techniques are eligible for nomination. Prerequisites for the course are a knowledge of computer concepts and computer programming experience.

How To Make Nominations

Nominations can be made at any time to source A. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

Other Information

Qualified participants who have attended Systems Analysis for Computer Programmers or who have some systems experience may take Phase II only.

WORKSHOP/SEMINAR SERIES IN ADP SYSTEMS ANALYSIS TECHNIQUES

Civil Service Commission

A series of 10 3-day courses to be conducted at the Civil Service Commission, 1900 E Street NW.

Description

This series is for computer specialists, computer programmers and systems analysts who would like to increase their understanding of and skills in specific techniques of systems analysis and design. The series covers major subject areas through lectures, demonstrations and case study problems. Each course covers one topic and is designed to be taken independently so that participants can choose the course for the skill in which he wants to be more proficient or the subject in which he wants greater understanding. The subject areas are:

I Statistical Approaches to Data Analysis

II Computer File Structures and Data Base Design

III Understanding Operating Systems

IV Flowcharting Techniques; Documentation

V Efficient Computer Utilization

VI Software Considerations in Systems Design

VII Telecommunications and The Computer

VIII Techniques for Management and Control of ADP Projects

IX System Design Considerations in an On-line Environment

X Data Gathering Techniques

Who May Attend

ADP Systems Analysts and other computer specialists with systems experience who need to increase their knowledge and skill in specific systems analysis techniques are eligible to attend. An understanding of basic systems techniques is a prerequisite.

How To Make Nominations

Nominations can be made at any time to source A. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

Communications and Office Skills

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CONFERENCE LEADERSHIP

Civil Service Commission

A program of 5 full-day sessions to be given periodically at the Thomas Circle Training Center, 1121 Vermont Avenue, NW., Washington, D.C.*

Description

This workshop is designed for managers who either lead or participate in conferences and meetings. Kinds and purposes of conferences and meetings, leadership duties and responsibilities, and critical points in small group processes are topics covered in this course. Through video taping of presentations, participants are assisted in assessing communication effectiveness.

Who May Attend

Federal, state and local government employees, GS–9 and above (or equivalent) who plan, organize, and conduct conferences and meetings may be nominated for this workshop.

How To Make Nominations

Nominations can be made at any time to source B. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

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*Although the offices of the Communications and Office Skills Training Center are located at this address, all mail should be sent to: U.S. Civil Service Commission, Bureau of Training, Room 7412, Washington, D.C. 20415.

CORRESPONDENCE MANAGEMENT

General Services Administration

A 2-day workshop scheduled to meet agency demand.

Description

This workshop is designed to explain why a correspondence management program is needed and how to develop it. It deals with the costs of written communications, how to reduce these costs, and how to provide the reader with letters that achieve clarity, brevity, power, and empathy.

Who May Attend

Individuals who are responsible for writing, signing, or reviewing correspondence as well as those who are responsible for correspondence operations.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Workshop Director. National Archives and Records Service (NRP), General Services Administration, Washington, D.C. 20408, using Optional Form 37, Nomination for Interagency Training.

Other Information

Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 963–4154, or code 13, extension 34154.

DEVELOPING AND PRESENTING AUDIT FINDINGS

Interagency Auditor Training Center

**A 2-day course to be given at the Woodmont Building, 6th Floor,
8120 Woodmont Ave., Washington, D.C. 20014.**

Description

This is an intensive and advanced course in Report Writing, designed to promote excellence in the design, development, and composition of the audit report. The course is loaded with practical instructions concerning the preparation, development, and presentation of the audit report. Coverage includes:

Excellence in Report Design—Development; Materiality; Structure; Charts, Graphs and similar representations

Proper handling of Major Findings, Minor Findings and Repeat Findings

Presentation of Management Comments and Recommendations

A wide variety of case studies and exercises

Who May Attend

The course is recommended for experienced Government auditors of the GS–9/15 grade level (or equivalent) who have better than average competence in the writing of audit reports and who are desirous of further upgrading this competence.

How To Make Nominations

Nomination-Registration for Training, Optional Form 37, should be submitted for each nominee to Registrar, Interagency Auditor Training Center, Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014 not later than 2 weeks prior to the beginning date of the course. For further information, call Registrar, Interagency Auditor Training Center, (301) 495–6351 or IDS Code 179–6351.

DIRECTIVES SYSTEMS IMPROVEMENT

General Services Administration

A 2-day workshop scheduled to meet agency demand.

Description

This workshop is designed to improve the communication of policy, procedures, and instructions in the clearest, most effective manner. It concentrates on the areas of directives planning, organizing, writing, illustrating, and editing. (Arrangements should be made for a 1-hour orientation for agency executives when this workshop is conducted on-site in individual agencies.)

Who May Attend

Management officials who originate directives or manage a directive system are eligible.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Workshop Director, National Archives and Records Service (NRP), General Services Administration, Washington, D.C. 20408, using Optional Form 37, Nomination for Interagency Training.

Other Information

Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 963–4154, or code 13, extension 34154.

EFFECTIVE BRIEFING TECHNIQUES

Civil Service Commission

A 5-day course to be offered monthly at the Thomas Circle Training Center, 1121 Vermont Avenue, NW., Washington, D.C.*

Description

This course is designed for individuals who give oral reports. Through video tape presentations, each participant is encouraged to objectively appraise his own oral presentations. The course places emphasis on obtaining the desired audience reaction. Topics include how we communicate, how to avoid communication problems, how to prepare and deliver briefings, how to analyze the audience, and how to prepare visual aids.

Who May Attend

Those employees, GS–12, and above (or equivalent), who brief higher level officials, colleagues, or subordinates may be nominated for this course.

How To Make Nominations

Nominations can be made at any time to source B. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

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*Although the offices of the Communications and Office Skills Training Center are located at this address, all mail should be sent to: U.S. Civil Service Commission, Bureau of Training, Room 7412, Washington, D.C. 20415.

EFFECTIVE LETTERWRITING FOR MANAGEMENT

Civil Service Commission

A program of six ½-day sessions to be given at the Thomas Circle Training Center, 1121 Vermont Avenue, NW., Washington, D.C.*

Description

This workshop is designed to aid managers who either write or review letters by: (1) Explaining and illustrating effective principles for writing Government letters; (2) encouraging participants to apply these principles under the guidance of experts; (3) giving participants techniques for editing and review.

Who May Attend

Career executives, GS–13 and above (or equivalent), may be nominated for this course.

How To Make Nominations

Nominations can be made at any time to source B. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

FORM AND GUIDE LETTERS

General Services Administration

Three ½-day sessions, scheduled to meet agency demand.

Description

This workshop is designed to improve productivity, reduce costs, and achieve simplicity and standardization in the preparation of repetitive correspondence. Demonstrations and simulated problems highlight the development of a predesigned reply system which includes both guide (pattern) letters and form letters.

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Who May Attend

Individuals having responsibility for operations where letter writing represents a significant portion of the total workload.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Workshop Director, National Archives and Records Service (NRP), General Services Administration, Washington, D.C. 20408, using Optional Form 37, Nomination for Interagency Training.

Other Information

Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 963–4154 or code 13, extension 34154.

FORMS ANALYSIS AND DESIGN

General Services Administration

A 10-day workshop scheduled to meet agency demand.

Description

This comprehensive workshop is designed for personnel who need a technical knowledge of forms analysis and design techniques. It shows how to establish and operate a forms management program and explains its relationship to other records management programs. It shows how to analyze and design forms as an efficient means of recording, collecting, transmitting, and processing information. Also included is development of forms specifications, flow charting procedures and the application of the survey approach to forms design.

Who May Attend

This workshop is designed for forms analysts and trainees, forms liaison representatives, forms managers and other personnel who need a technical knowledge of forms analysis and design techniques.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Workshop Director, National Archives and Records Service (NRP), General Services Administration, Washington, D.C. 20408, using Optional Form 37, Nomination for Interagency Training.

Other Information

Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 963–4154, or code 13, extension 34154.

FORMS IMPROVEMENT

General Services Administration

Two ½-day sessions scheduled to meet agency demand.

Description

This workshop covers the presentation and application of techniques to improve the paperwork flow by simplifying and improving the forms used. Effective principles for improving, simplifying, combining, and elimination forms are discussed and utilized. During the course the participants redesign and simplify a heavy usage form.

Who May Attend

Supervisory, administrative, professional specialists, and technicians are eligible.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Workshop Director, National Archives and Records Service (NPR), General Services Administration, Washington, D.C. 20408, using Optional Form 37, Nomination for Interagency Training.

Other Information

Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 963–4154, or code 13, extension 34154.

LEGAL WRITING WORKSHOP

Civil Service Commission

A 3-day course to be conducted at least once each quarter at the Thomas Circle Training Center, 1121 Vermont Avenue, NW., Washington, D.C.*

Description

This course organizes and presents the principles and techniques for efficient and effective legal writing. It aims at helping the Government attorney develop a systematic approach to the efficient writing of effective opinions. These opinions may be contained in a letter, a brief, a legal memorandum, a formal argument, or a formal decision. The course is built around actual situations, which participants develop into opinions, working individually and in small groups. Principles are discussed and illustrated for each step in the opinion-writing process from the initial fact-gathering to final editing. Participants are actively involved throughout, since the class approach calls for learning by doing.

Who May Attend

Participation will be open to government employees having a degree in law who write or edit legal opinions, memorandum, briefs and other legal or quasi-legal documents.

How To Make Nominations

Nominations can be made at any time to source B. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

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REPORT WRITING WORKSHOP

Civil Service Commission

Meets on Tuesday and Thursdays for 4 weeks. Full-day sessions are held on the first and last days of the course; ½-day sessions are held on all other days. The course will be given periodically at the Thomas Circle Training Center, 1121 Vermont Avenue, NW., Washington, D.C.*

Description

This workshop is designed to improve the quality of Government reports by helping writers to produce clear, logical, readable reports. After taking the workshop, participants should: (1) Have an understanding of the principles of effective report writing; (2) know how to apply these principles to their own reports; (3) be able to edit and review reports in terms of these principles.

Who May Attend

Those employees, GS–7 through GS–12, (or equivalent), who write or review reports may be nominated for this course.

How To Make Nominations

Nominations can be made at any time to source B. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

SPEEDING THE MAIL

General Services Administration

Two ½-day sessions scheduled to meet agency demand.

Description

This workshop deals with the handling of incoming correspondence and the clearance of replies. Methods are discussed by which shorter in-shop time for correspondence requiring a reply can be achieved. How and where improvements can be made is determined.

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Who May Attend

This workshop is designed primarily for personnel in program offices where a volume of action mail is handled.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Workshop Director, National Archives and Records Service (NRP), General Services Administration, Washington, D.C. 20408, using Optional Form 37, Nomination for Interagency Training.

Other Information

Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 963–4154, or code 13, extension 34154.

SUCCESSFUL AUDIT REPORT WRITING I

Interagency Auditor Training Center

A 2-day course to be given at the Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014.

Description

This course is designed for Government auditors who are involved in the preparation and review of audit reports. The course deals with practical and understandable *do's* and *don't's* to assure lucid and effective communications, particularly with respect to the audit report. Exercises and case problems are used abundantly throughout the course. Coverage includes:

- **Importance of Effective Report Writing**
- **Problems in Communication**
- **How To Use Words Effectively**
- **Punctuation—Make It Work For You**
- **How To Construct Point Sentences**
- **Designing the Superb Paragraph**
- **Review and Edit**

Who May Attend

The course is recommended for auditors of the GS-9/15 grade level (or equivalent) who desire to improve their communicative skills, particularly with respect to the audit report.

How To Make Nominations

Nomination-Registration for Training, Optional Form 37, should be submitted for each nominee to Registrar, Interagency Auditor Training Center, Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014 not later than two weeks prior to the beginning date of the course. For further information, call Registrar, Interagency Auditor Training Center, (301) 495-6351 or IDS Code 179-6351.

TECHNICAL WRITING WORKSHOP

Civil Service Commission

A 5-day course to be offered once each quarter at the Thomas Circle Training Center, 1121 Vermont Avenue, NW., Washington, D.C.*

Description

This workshop is designed to help the technical writer create clear, concise, readable copy. The course not only points out principles of more effective technical writing, but it also enables the participants to use these principles to examine and evaluate each other's writing. Participants discuss their individual writing projects; consequently, they are asked to submit samples of their own work.

Who May Attend

Writers, GS-11 and above (or equivalent) of engineering reports, scientific papers, technical specifications, instructional handbooks, and other technical communications are eligible to attend.

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How To Make Nominations

Nominations can be made at any time to source B. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

WORKSHOP IN EFFECTIVE ENGLISH

Civil Service Commission

A program of ten ½-day sessions to be offered once a month at the Thomas Circle Training Center, 1121 Vermont Avenue, NW., Washington, D.C.*

Description

The purpose of this course is to help participants refresh their knowledge of modern English usage. At the end of the course, each participant should be better able to recognize and correct grammatical errors in correspondence and in speech, to improve unclear sentences and to correct improper punctuation. The participant should also be able to see Government references to solve grammar problems. Because the course is designed to be practical, each participant is asked to analyze the grammatical aspects of his own office correspondence and to bring in office grammar problems. In addition, frequent homework assignments are given to reinforce class work.

Who May Attend

Workshop in Effective English is designed primarily for stenographers and secretaries (recommended grade GS–4 and above or equivalent). However, it is a suitable course for any other Government employee who writes or reviews correspondence and feels the need for a refresher course in grammar.

How To Make Nominations

Nominations can be made at any time to source B. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

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WRITING EFFECTIVE LETTERS

Civil Service Commission

A discussion-workshop of seven ½-day sessions to be offered at the Thomas Circle Training Center, 1121 Vermont Avenue, NW., Washington, D.C.*

Description

This course is designed to aid letterwriters by (1) stressing the value of effective letters to the reader, the writer, and agencies of Federal State and local governments; (2) pointing out principles of effective writing; (3) giving participants practice in applying these principles; and (4) enabling participants to diagnose their own writing. Participants are asked to submit copies of their own work for discussion.

Who May Attend

Those writers, GS–7 through GS–12 (or equivalent), who have significant responsibility for writing letters may be nominated for this workshop.

How To Make Nominations

Nominations can be made at any time to source B. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

WRITING REGULATIONS AND PROCEDURES FOR PUBLIC UNDERSTANDING

Civil Service Commission

A 3-day workshop to be held at the Thomas Circle Training Center, 1121 Vermont Avenue, NW., Washington, D.C.*

Description

This workshop presents a simple systems approach to the writing and approval of regulations, procedures, directives, manuals, interpretive letters and other types of instructional or informational material. Participants, working individually and in small groups, will actually apply this system to typical regulations, procedures, and similar materials. Specific objectives include reviewing and evaluating existing standards for writing regulations and procedures; defining the audience for specific regulations and procedures; determining the most useful structure and format for this material; showing participants the basic principles for writing this material; and applying these principles to practice writing and editing.

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Who May Attend

Employees, GS–9 and above (or equivalent) who are responsible for the writing or reviewing of regulations, procedures, directives and manuals, as well as those responsible for interpreting rules, regulations and laws to the public are eligible to attend this course.

How To Make Nominations

Nominations can be made at any time to source B. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

WRITTEN COMMUNICATION FOR AUDITORS

Interagency Auditor Training Center

A 4-day Course to be given at the Woodmont Building, 6th Floor, 8120 Woodmont Avenue, Washington, D.C. 20014.

Description

An intensive program devised to upgrade the auditor's competence in the all-important area of written communication. This training is oriented to the needs of the auditor whose writings must be lucid and effective. A confidential analysis of each enrollee's written communication is included in the seminar.

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*Although the offices of the Communications and Office Skills Training Center are located at this address, all mail should be sent to: U.S. Civil Service Commission, Bureau of Training, Room 7412, Washington, D.C. 20415.

Who May Attend

The course is recommended for Government auditors who have need of training in communicative skills, either of an introductory or refresher nature. It is recommended that enrollees be of the GS–9/15 grade level.

How To Make Nominations

Nomination-Registration for Training, Optional Form 37, should be submitted for each nominee to Registrar, Interagency Auditor Training Center, Woodmont Building, 6th Floor, 8120 Woodmont Avenue, Washington, D.C. 20014 not later than two weeks prior to the beginning date of the course. For further information, call Registrar, Interagency Auditor Training Center, (301) 495–6351 or IDS Code 179–6351.

BETTER OFFICE SKILLS AND SERVICE

Civil Service Commission

An 8 half-day workshop conducted bimonthly at the Thomas Circle Training Center, 1121 Vermont Avenue, NW., Washington, D.C.*

Description

This workshop is designed to assist the clerical employee to take a realistic look at her job and to make her a more efficient and effective member of the office team. Typical problems and activities occurring during a normal working day are discussed. Emphasis is placed on proper attitudes, office diplomacy, human relations, telephone techniques, grammar, organization, Government reference aids, and grooming. Practical exercises, case studies, group discussion, lectures, and incident studies are included in the workshop.

Who May Attend

GS-2 through GS-4 (or the equivalent) secretaries, clerk-typists, clerk stenographers and other clerical employees may be nominated to attend the course.

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How To Make Nominations

Nominations can be made at any time to source B. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

BETTER OFFICE SKILLS AND SERVICE INSTRUCTORS' WORKSHOP

Civil Service Commission

A 2-week course offered twice a year at the Thomas Circle Training Center, 1121 Vermont Avenue, NW., Washington, D.C.*

Description

The Better Office Skills and Service Instructors' Workshop is designed to prepare and assist the training specialist in conducting the Civil Service Commission's Better Office Skills and Service Seminar-Workshop. During the course, the participants will be given new concepts in teaching techniques, materials and equipment. They will have an opportunity to observe, participate and teach portions of an actual Better Office Skills and Service class. Video tape equipment will be used to evaluate each practice teaching exercise and to capture good and poor actual classroom situations for discussion.

Who May Attend

Employee Development Officers, Training Specialists, Administrative Assistants, or secretaries responsible for training clerical-secretarial personnel may be nominated.

How To Make Nominations

Nominations can be made to source B. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

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OPERATION UPDATE: A PRACTICUM FOR THE EXECUTIVE SECRETARY

Civil Service Commission

A 3-day seminar-workshop offered quarterly at the Thomas Circle Training Center, 1121 Vermont Avenue, NW., Washington, D.C.*

Description

This practicum is designed to give each executive secretary an opportunity to learn about new ideas that will assist her in performing her job more effectively. She will also review techniques that are essential in keeping up-to-date in today's Government office. University professors, psychologists, management consultants, and top Government executives will present lectures followed by a workshop. Exciting topics included in the lecture-workshop practicum are: The Psychology of Dealing with People, The Secretary and Her Federal and Congressional Liaison Role, Decision Logic, Effective Office Procedures, Office Communications Breakdown, Human Relations Effectiveness, and The Assistant to the Executive.

Who May Attend

This course is designed for secretaries, administrative assistants, staff assistants, and administrative aides, GS–8 and above (or the equivalent), who perform secretarial duties and act as office managers or principal personal assistants to executives.

How To Make Nominations

Nominations can be made at any time to source B. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

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SECRETARIAL TECHNIQUES

Civil Service Commission

A 5-day course offered monthly at the Thomas Circle Training Center, 1121 Vermont Avenue, NW., Washington, D.C.*

Description

This course is designed to analyze the duties, responsibilities, and dimensions of today's Government secretary. During the workshop the participants will exchange, present, and discuss technical secretarial information designed to stimulate an interest in striving toward increased office efficiency, job satisfaction, and applied secretarial dimensions. The program will cover areas such as today's secretarial responsibility, communications—(writing, reading, listening, and speaking)—human relations, technical skills (grammar, capitalization, punctuation), public relations, office management, and job satisfaction. The workshop includes lectures, projects, case studies, problem analyses, and practical exercises. Video tape equipment is used to augment the effectiveness of the workshop. Students will use the video tape to evaluate their effectiveness as they deal with people face to face and by telephone. Each student will have the opportunity to observe their ability to communicate by using this up-to-date method of visual replay.

Who May Attend

Secretaries, Clerk-Stenographers, and Clerk-Typist, GS-5 through GS-7 (or the equivalent), may be nominated for the course.

How To Make Nominations

Nominations can be made at any time to source B. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

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SHORTHAND EXCELLENCE

Civil Service Commission

A 10 half-day course offered bimonthly at the Thomas Circle Training Center, 1121 Vermont Avenue, NW., Washington, D.C.*

Description

"Shorthand Excellence" is designed to increase the secretary's ability to meet the requirements of her boss' dictation. A review of shorthand shortcuts and tips, business English, Government style practices, and correspondence procedures are included. Government style dictation is given by Government bosses and the instructor. In addition, regular timed dictation is given by the instructor. An electronic laboratory system is used so the participant can practice from prepared speed tapes designed to meet her needs. Frequent transcription tests, brief form, phrase drills, and recall reviews are given. The class meets on Monday, Wednesday, and Friday for three weeks.

Who May Attend

This course is open to clerical employees, GS-2 and above (or the equivalent), who can take Gregg Simplified or Diamond Jubilee shorthand at 50 words a minute.

How To Make Nominations

Nominations can be made at any time to source B. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

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BASIC COMMUNICATIONS SKILLS

Civil Service Commission

A 45-hour course conducted over a period of 3 weeks. It is offered on a continuing basis at the Thomas Circle Training Center, 1121 Vermont Avenue, NW., Washington, D.C.*

Description

This is a course in developing basic language skills particularly as related to work in Federal offices. The major components will include improvement of grammar, speaking, listening, and writing skills.

The course is designed to train the learners to demonstrate:

(1) The ability to write clear, grammatically correct sentences.
(2) The ability to recognize simple grammatical errors.
(3) The ability to apply simple punctuation rules according to Government style practices.
(4) The ability to spell commonly used terms of the learners' working environment.
(5) The ability to use reference aids.
(6) The ability to communicate orally with greater facility.
(7) Desirable job attitude and behavior.

Who May Attend

Federal, state, and local government employees who need to become better communicators in the areas of grammar, writing, speaking, and listening.

How To Make Nominations

Nominations can be made at any time to source B. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

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INTRODUCTORY TYPING

Civil Service Commission

A 70 hours course that meets 2 hours a day over a period of 7 weeks. It is offered on a continuing basis at the Thomas Circle Training Center, Washington, D.C.*

Description

This course is designed to teach learners to meet Civil Service Commission typing standards for clerk-typist positions. The course is designed for readers at sixth grade reading level and above. Applicants reading below this level should take our basic Reading Improvement course first.

The typing program will use a multi-media and audio-visual approach. This will:

(1) Enable the students to progress at their individual rates
(2) Allow the students to make specific and rapid evaluation
(3) Promote more complete comprehension and skill development of the subject matter.

The following activities will be included:

(1) Keyboard proficiency
(2) Proper stroking techniques
(3) Speed and accuracy drills
(4) Number row practice
(5) Ribbon changing
(6) Identification of machine parts
(7) Tabulation
(8) Horizontal and vertical centering
(9) Typing of Government letters and forms.

Who May Attend

Any Federal, state, or local government employee who needs to develop the skill of typing.

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*Although the offices of the Communications and Office Skills Training Center are located at this address, all mail should be sent to: U.S. Civil Service Commission, Bureau of Training, Room 7412, Washington, D.C. 20415.

How To Make Nominations

Nominations can be made at any time to source B. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

FILES IMPROVEMENT

General Services Administration

A 2-day workshop scheduled to meet agency demand.

Description

This workshop is designed to help Government offices save time and money through the establishment of effective filing systems. Participants develop solution to problems simulating actual filing situations. The project follow-up calls for participants to apply the standards and techniques discussed to their own agency files.

Who May Attend

Any person whose duties require him to set up or maintain files, including clerks, secretaries, and those who supervise filing op-

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Workshop Director, National Archives and Records Service (NRP), General Services Administration, Washington, D.C. 20408, using Optional Form 37, Nomination for Interagency Training.

Other Information

Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 963–4154, or code 13, extension 34154.

OFFICE METHODS AND BEHAVIOR

Civil Service Commission

A 60 hour course that meets 3 hours a day over a period of 4 weeks. It is offered on a continuing basis at the Thomas Circle Training Center, Washington, D.C.*

Description

This course teaches the basic skills needed to work efficiently in an office such as: telephoning, filing, mailing, organizing, typing tips, grooming, communicating, getting along with people, and having a positive attitude.

The subjects are taught in a simulated office classroom. Students are taught in modules so that they can progress as fast as possible in an individualized program. Students are not just presented facts alone; they each receive an opportunity to put the learned facts into practical application. If how to operate a push button telephone is being taught, students experience making actual telephone calls on fully operating telephones.

New media such as multi-listening stations, video tape recorders, and cassette tape recorders are used to make the learning more meaningful. New teaching methods are used such as telecoaching, role play completion, in-basket exercises, and debriefing sessions.

Who May Attend

Any Federal, state, or local government employee who has the need to develop basic office skills.

How To Make Nominations

Nominations can be made at any time to source B. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

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*Although the offices of the Communications and Office Skills Training Center are located at this address, all mail should be sent to: U.S. Civil Service Commission, Bureau of Training, Room 7412, Washington, D.C. 20415.

READING FOR OFFICE EFFICIENCY

Civil Service Commission

A 90 hour course conducted over a period of 6 weeks. It is offered on a continuing basis at the Thomas Circle Training Center, 1121 Vermont Avenue, NW., Washington, D.C.*

Description

This is an adult communications program designed for persons with reading abilities between 4th and 10th grades. It uses a variety of independent, small-group activities and provides a non traditional approach to learning. Students enter at their own level and progress at their own speed. While in group learning situations, students operate filmstrips and records to teach themselves while the instructor moves from group to group to observe progress.

This reading course strongly emphasizes general background information needed for one to successfully read, speak, listen, write, and observe in today's work society.

Who May Attend

Federal, state, and local government employees who need to improve their reading skills.

How To Make Nominations

Nominations can be made at any time to source B. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

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*Although the offices of the Communications and Office Skills Training Center are located at this address, all mail should be sent to: U.S. Civil Service Commission, Bureau of Training, Room 7412, Washington, D.C. 20415.

SHORTHAND 960

Civil Service Commission

A 75-hour course conducted 1½ hours each day over a period of 10 weeks. It is offered on a continuing basis at the Thomas Circle Training Center, 1121 Vermont Avenue, NW., Washington, D.C.*

Description

This course is designed to teach shorthand skills to learners with no previous shorthand training to meet Civil Service Commission shorthand standards for clerk-stenographer positions. This objective will be accomplished in 75 hours compared to the traditional 180 hours of classroom training.

The course is based on the alphabet rather than a new set of signs or symbols. The system was developed by Self Instructional Development Corporation (SIDC). The student is taught to write only the sound he hears. Ten symbols are used to speed the writing of certain sounds. Standard abbreviations are used whenever possible.

A four-channel wireless system will be used. This system provides flexibility in handling students at different speed levels. In addition, individual tape recorders are available for students who are progressing at speeds other than those programmed on the multichannel unit.

Who May Attend

Federal, State, or local government employees who need to develop shorthand skills.

How To Make Nominations

Nominations can be made at any time to source B. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

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*Although the offices of the Communications and Office Skills Training Center are located at this address, all mail should be sent to: U.S. Civil Service Commission, Bureau of Training, Room 7412, Washington, D.C. 20415.

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RESIDENTIAL PROGRAM IN EXECUTIVE EDUCATION

Federal Executive Institute, Charlottesville, Va.,

U.S. Civil Service Commission, Fiscal Year 1973

An 8-week program to be given at Charlottesville, Virginia four times during fiscal year 1973: August 20 to October 13; October 22 to December 15; February 11 to April 6; and May 6 to June 29.

Description

The program exists to help meet education and training needs, primarily of upper echelon Federal employees. The upper echelon is broadly defined as employees in positions rated at Grade GS-15 and above, or equivalent in other pay systems. State and local officials may be accommodated on a selective basis. The educational programs of the Institute focus on matters which relate to areas of interest in many departments and agencies rather than specialized activities of a single organization. The Institute programs supplement rather than supplant executive education efforts of other organizations or institutions in and out of government.

The broad educational goals set for the Institute within this framework are:

- To heighten career executive responsiveness to national needs and goals.
- To increase career executive appreciation of the totality of the governmental system.
- To improve career executive knowledge of managerial processes.

The detailed content and teaching methods of each session have been altered with experience. But, the overall goals and major curriculum emphases have remained unchanged. In all sessions to date a balance has been sought and attempts have been made to interweave the major elements of the program which relate to environment of governmental programs, governmental systems and governmental management.

The prime educational methods employed are:

- Lecture-discussions by resident faculty, executives in residence, government officials, academicians, and experts drawn from the private sector in both profit and non-profit organizations.
- Seminars taught by resident faculty, University of Virginia faculty and consultants.
- Workshops and laboratories led by resident faculty members and consultants.
- Films and tapes selected by resident faculty.
- Reading materials selected by resident faculty.

Who May Attend

The "Residential Program in Executive Education" is aimed *primarily* at persons in grades GS–16 and above (or equivalent in other pay systems).

How To Make Nominations

Nominations for attendance at the Federal Executive Institute should be made by that person or persons in each department and agency who has greatest control over present and future work assignments of persons to be selected for attendance. In most cases each agency and department has designated one person to serve as the final authority for submission of nominations to the Institute.

When the nominating official has received the names of candidates recommended for attendance during the fiscal year from within his department or agency, he will then make his decisions about persons to be nominated as principals and alternates for shares allocated in each scheduled session. Those nominations should then be forwarded to:

Division of Executive Manpower Operations
Bureau of Executive Manpower
U.S. Civil Service Commission
1900 E Street, N.W.
Washington, D.C. 20415
Phone 202 (632–4486)

Nominations should be sent by the department or agency nominating officials on Optional Form 37 (Nomination-Registration for Training) obtainable from the Director of Personnel or Director of Training in each department or agency.

State and local government agencies should submit a letter directly to the Federal Executive Institute, Charlottesville, Virginia 22903 from an authorized official. This request should include name, address, position title, and brief description of duties of the nominee, and the mailing address to which the bill should be sent.

Other Information

Federal departments and agencies are allocated an annual quota of shares for the Residential Program in Executive Education. A total of approximately 60 shares is available in each of four scheduled eight-week sessions for the fiscal year. The 240 shares available annually are distributed in such a way as to provide the greatest possible variety of agency representation in each scheduled session. The cost for each share is $3,500 which covers the full cost of tuition, and room and board expenses while at the Institute during the eight-week period of each session.

For further information contact the Federal Executive Institute, Charlottesville, Virginia 22903, area code (703)-296-0181 (Commercial) or (703)-296-1295 (FTS).

EXECUTIVE SEMINAR CENTERS

Civil Service Commission

In cooperation with Federal, State and local agencies, the Civil Service Commission operates three residential facilities for the development of mid-career executives in Government. These Centers are located at Berkeley, California; Kings Point, New York; and Oak Ridge, Tenn.

Description

The 2-week courses offered at the centers are designed to broaden conceptual understanding and to enhance the administrative abilities of mid-level executives. A brief description of each course follows:

1. *The Dynamics of Public Policy*—examines the processes by which public policy is generated, formulated, and articulated in American society and the administration of such policy.

2. *Public Policy Formulation*—explores the influence public and private organizations and groups in American society have in shaping public policy.
3. *Public Program Management*—explains the policies, processes and problems involved in managing public programs and in providing government services at the Federal, State, and local levels.
4. *Management of Organizations*—presents the theory and practice of management in public sector organizations, reviewing the functions and techniques of management and the latest developments in behavioral research.
5. *National Economy and the Government Executive*—deals with the theory and substance of government involvement in various areas of economic life.
6. *International Affairs and Federal Operations*—acquaints the career executive with the basic concepts underlying the development of American foreign policy, with the conduct of foreign affairs, with the international pressures that influence our policy-makers, and with our governmental organization for international affairs.
7. *Effects of Technological Development*—describes the role of the Federal Government in scientific affairs and the effects of technological change on national objectives.
8. *Intergovernmental Relations*—explores the relationships between National, State, and local government authorities in areas of mutual concern, and relates them to the larger problems of Federalism in today's America.
9. *Natural Resource Policies and Programs*—describes the economic, social, and political involvements and roles of the National Government in relation to the use and conservation of our Nation's natural resources.
10. *Urban Problems and Prospects*—concentrates on urban growth, the problems it portends for the government administrator, and the response of government at the Federal, State, and local levels.

Who May Attend

The Executive Seminar Center curriculum is aimed primarily at Federal executives in grades GS–14 and 15 (or equivalent), and State and local employees at a similar organizational level. Carefully selected persons at GS–13 are also eligible to attend.

How To Make Nominations

All participant spaces at these centers are reserved on a fiscal year basis through negotiations between the Civil Service Commission and designated agency representatives at Washington, D.C. Each representative is given a supply of center brochures and schedules. Persons seeking to attend the seminars should indicate their interest to their agency representatives.

Other Information

Inquiries about these centers may be addressed to the Chief, Field Division, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415, telephone (202) 632–7626, code 101, extension 27626.

ADVANCED MANAGEMENT SEMINAR

Civil Service Commission

A 6-day program offered 5 times per year at a residential site.

Description

More than ever before the government executive finds himself faced with complex managerial and planning problems. He is asked to deal with these through a growing number of new systems approaches, mathematical techniques, and programming and budgeting procedures which constitute the changing body of administrative practices. He is also expected to solve problems through the contributions of diverse individuals and groups.

The critical issue with which practical minded managers must deal is how various theories, techniques and strategies can be brought to bear on the real problems of government management. The Advanced Management Seminar is designed to bring together the various theories, techniques, and strategies of management into a unified approach to government administration and to enable managers to apply these theories, techniques, and strategies in a useful, realistic, and results-oriented fashion, through better understanding and development of their own styles of management.

The seminar's integrative approach seeks to provide the participant with a better understanding of:

- The criteria for sound planning and decision making.
- The means of applying what he has learned to his own situation.
- The techniques for developing an effective organization from a group of diverse individuals.

The seminar itself is built upon a series of intensive workshop activities carried out in small groups. Working in these small groups the participants go through a number of planning, problem-solving, and decision-making projects in which they have to utilize their resources to reach agreed-upon goals. Thus, each person is constantly engaged in systematic problem solving and decision making while striving for effective interpersonal exchange and team development.

Who May Attend

Approximately 30 executives (GS 14-18 or equivalent) responsible for directing major programs will be accepted for each session.

How To Make Nominations

Nominations can be made at any time to source C. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

MANAGEMENT OF SCIENTIFIC AND ENGINEERING ORGANIZATIONS—AN EXECUTIVE INSTITUTE

Civil Service Commission

A 5-day program offered once a year at the Civil Service Commission, 1900 E Street NW.

Description

The program is designed to increase awareness of the nature and scope of management responsibility and to suggest ways that the technically trained executive can perform more effectively in his important role as manager and administrator. It is conducted as an advanced seminar, with discussions focusing on such topics as: management planning for R & D; directing and developing human resources; communication requirements of modern science and technology management of inhouse resources and contract programs; operational environment of scientists and engineers in Government; comparison of R & D management in other areas; formulating and administering science and engineering budgets; behavioral science research and its implications for managers of technical programs.

Who May Attend

Participation in this program is limited to approximately 25 scientists and engineers, generally GS–15 and above, or equivalent, who have management responsibility for science or engineering programs.

How To Make Nominations

Nominations can be made to source C. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

EXECUTIVE ORIENTATION

Civil Service Commission

A series of 1-day programs conducted throughout the year by the Civil Service Commission, Washington, D.C.

Description

Today more than ever before Government executives must keep abreast of a wide variety of new or changing legislation, Presidential policies and programs, court decisions, and social and economic conditions which can affect their roles as Government executives and the way in which they are performed. Many executives, however, are finding it increasingly difficult to take the time necessary to keep informed in all these areas. This series of 1-day programs is designed to help solve this problem by offering executives an opportunity to meet with knowledgeable authorities from Federal agencies, the White House, private organizations, etc. and discuss with them topics of current interest. The subject matter of each session will be determined by events of the day and will be announced shortly before each session.

Who May Attend

Nominees may be employees of any governmental agency—Federal, State, or local—at the GS-15 level and above (or equivalent).

How To Make Nominations

Nominations can be made at any time to source C. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

IDEAS AND AUTHORS—MANAGEMENT AND ORGANIZATION

Civil Service Commission

Four 1-day sessions scheduled a month apart.

Description

Each year sees the appearance of a growing number of books applying the findings of social and management science research to the problems of management and organization. The purpose of this program is to provide an opportunity for Government managers to examine the most significant of these books to determine their relevance and application to public management situations. At the same time the course will provide an opportunity for the participants to raise questions about the book directly to the authors. Each participant receives a copy of all books several weeks in advance of the individual sessions. At the monthly sessions, the author discusses his book, a guest commentator gives his reactions to it, and the participants have an extended discussion period with the author. Out of these interchanges it is expected that a fuller statement of the ideas will emerge, as well as a clear understanding of their implications for Government managers.

Who May Attend

The program is intended for individuals currently serving in positions with significant responsibilities for program management or in providing related staff support. Nominees should be those at GS–14 level and above (or equivalent).

How To Make Nominations

Nominations can be made at any time to source C. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

COACHING MANAGERS—A COURSE FOR EXECUTIVES

Civil Service Commission

A 3-day program offered four or more times a year.

Description

The coaching of managers and supervisors to become more effective in their work and to prepare for future changes and trends is an important responsibility of every executive. Yet, this is one of the responsibilities in which executives often fail. This is not because they do not recognize the need to become skilled in working with the face-to-face relationships that are a part of the process, rather, it is from lack of ever having had the opportunity to learn and experience some of the more productive ways of doing it. Attention will be given in this program to the development of actual skills in interviewing (information gathering) and coaching as well as to the principles, methods, and techniques involved. This will be accomplished through a combination of lectures, readings, case discussions, demonstrations, and practice sessions. Video equipment will be used for filming of selected practice exercises followed by critiques of performance of seminar members. Among topics to be covered are establishing rapport, using questions and responses that elicit information, productive use of tention and defense mechanisms, overcoming the win-lose syndrome, assessing the realities of risk taking, mutual goal setting and problem solving.

Who May Attend

Nominees for the seminar may be executives of any governmental agency—Federal, state, or local level, at the GS–15 level or above (or equivalent).

How To Make Nominations

Nominations can be made at any time to source C. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

PROGRAM ADMINISTRATION AND LEGAL CONTROLS

Civil Service Commission

One 3-day session will be held at the Civil Service Commission during Fiscal Year 1973.

Description

Students of Government administration and administrators are realizing that the expansion of Federal Government programs and activities enlarges the rulemaking and adjudicatory functions in Government agencies. These functions, contrary to traditional belief, are not unique to regulatory or independent agencies. Rather, in many agencies, Federal executives, who are not usually trained in the law, frequently engage in the processes of adjudication and rulemaking in performing their day-to-day activities. Additionally, the growing body of judicial decisions has had far-reaching effects on the governmental system and Federal programs. Also, there are signs pointing to increased judicial review of administrative decisions. These developments suggest for Federal executives who are not trained in the law the necessity to develop a better knowledge and understanding of the functions of adjudication and rulemaking which they perform.

Who May Attend

Participation in this course will be limited to government executives and administrators. It is not recommended for personnel whose academic and professional background is in law. The minimum grade level will be GS–14 (or military and non-GS equivalents). Participants should be in positions having broad responsibility such as program managers; bureau and division chiefs or their deputies; principal assistants to agency or departmental heads; personnel having a principal role in developing and implementing their agency's policies and procedures or serving in key staff positions; and other administrators and executives who perform adjudicatory or rulemaking functions or carry on activities which are significantly affected by the judiciary.

How To Make Nominations

Nominations can be made to source C. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

STATE GOVERNMENT AND ADMINISTRATION: PROBLEMS—PROGRAMS—PLANNING

Civil Service Commission

A 5-day program scheduled twice a year in Washington, D.C.

Description

As political and governmental institutions adapt to changing conditions and as intergovernmental programs become increasingly important, there is a growing need for administrators at the Federal, State and local level to keep informed on the progress being made by the States to improve their capabilities for effective cooperation in intergovernmental programs. This seminar focuses on the role of the States in such programs and the impact of the State political and governmental systems on this role. Special emphasis will be placed on:

- Planning at the State level
- The States and the Cities
- Fiscal Problems facing States
- Regional Cooperation
- Governmental Manpower at the State level
- The Role of State Legislatures
- The Role of the Governor

Who May Attend

Nominees may be employees of any governmental agency—Federal, State, or local—at the GS-14 level and above (or equivalent). It is designed for officials with responsibilities requiring a broad understanding of the intergovernmental framework of Federal programs. Agencies are encouraged to send officials from the field as well as the central office.

How To Make Nominations

Nominations can be made to source C. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

FELLOWSHIP IN CONGRESSIONAL OPERATIONS

Civil Service Commission and The American Political Science Association

A program consisting of participation in an intensive orientation on the Congress and full-time work assignments on Capitol Hill, Washington, D.C. Congressional Fellows in the Foreign Affairs section enter the program each year in September; other Fellows begin in mid-November. The program runs until mid-August of the following year.

Description

This fellowship program helps a select group of career administrators to acquire a thorough understanding of congressional operations. It is designed to give careerists a first-hand look at how Congress functions, how it is organized, and how it relates to the program and activities carried on by the executive branch. Persons selected will attend a comprehensive and intensive orientation program conducted by the American Political Science Association; engage in full-time work assignments with members of Congress and with staff members of congressional committees; and participate in weekly seminar meetings with congressional, governmental, and academic leaders.

A Foreign Affairs Fellows section of the program is offered for personnel from agencies concerned with international affairs. Prior to the beginning of the regular 9-month program, these

Fellows receive a 10-week orientation on Congress and Foreign Policy which is conducted by 2 local universities.

Who May Attend

Nominees for this fellowship should be career employees in the grade range of GS-13 through GS-16 or equivalent with at least (2) years of Federal Government Service. They should be in managerial or executive positions, or be likely to be assigned to such positions in the future. Preference is given to those who are taking part in an agency's own executive development program.

How To Make Nominations

Nominations can be made to source C. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

Other Information

Each Congressional Fellow applicant will be interviewed by a selection committee. Agencies will be notified of selections. An announcement will be distributed to all agencies on or about the first of March of each year. Details of the program will be contained in this announcement, including the date when nominations will be due.

IDEAS AND AUTHORS: PUBLIC ISSUES AND PROBLEMS

Civil Service Commission

Four 1-day meetings each year scheduled a month apart at the Civil Service Commission, Washington, D.C.

Description

Each year this series focuses on four outstanding books by recognized authors on significant national problems. At each of the four meetings one of the books is discussed, first by the participants in small groups, then by the participants and the author, and finally by the participants and a guest critic. The program not only encourages government executives to examine the writings of highly informed authors on vital national problems but also provides them with an opportunity to discuss the books with their authors as well as with critics who are knowledgeable regarding the issues to be discussed. The books are provided to each participant several weeks before each meeting.

Who May Attend

The program is intended for officials of a Federal, State, or local government agency who would benefit from a more incisive understanding of the national problems to be discussed. Nominees should generally be serving in positions at the GS–14 level and above (or equivalent).

How To Make Nominations

Nominations can be made to source C. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

Other Information

Agencies may designate substitutes to attend individual sessions, provided that such substitutes meet initial nomination requirements.

INTERGOVERNMENTAL AFFAIRS FELLOWSHIP PROGRAM

Civil Service Commission and Subscribing Agencies

A 3-month program involving participation in an intensive orientation program and full-time work/study assignments with State and local governments.

Description

This fellowship program helps a select group of career administrators of grant-in-aid efforts to acquire a direct understanding of State and local government operations and points of view. It is designed to provide careerists with a first-hand look at problems of administering Federal grant-in-aid programs at the State/local level; to improve person-to-person communication between Federal and State/local-grant-in-aid administrations; to provide an opportunity to develop a deeper understanding of the major social and economic problems to which grant-in-aid programs are addressed; and to encourage cooperative and multigovernmental approaches to problem solving. Persons selected will attend a comprehensive and intensive orientation, including meetings with governmental and academic leaders and will engage in full-time work and study assignments with a host State and local government.

Who May Attend

Nominees for this fellowship should be career employees in the grade range of GS–14 and above or equivalent. Nominations below GS–14 will be accepted on a selected basis when the nominee has sufficient breadth of experience to make a contribution to the host government. Each nominee should be in a position involving responsibility for significant aspects of grant-in-aid efforts of the subscribing agencies.

How To Nominate

Nominations are to be submitted by authorized representatives of the subscribing agencies upon receipt of CSC notification. The following information should accompany each nomination: a completed and current Standard Form 171, a brief biographical sketch of the nominee, and a statement from the subscribing agency briefly describing the nominees potential for career growth and types of responsibilities for which he is being prepared.

Nominations are to be made to source E. See page vi.

Other Information

The cost of the program will be prorated among the participating agencies. Each applicant for the fellowship will be interviewed and selected by the subscribing agencies, and final selection will be announced by CSC. Agencies may obtain further information by calling the Management Sciences Training Center at 632–5600, or IDS Code 101, extension 25600.

EXECUTIVE DEVELOPMENT OF AUDITORS

Interagency Auditor Training Center

A 4-day course to be given at the Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014.

Description

This is an intensive course which is heavily loaded with tested techniques and concepts which will upgrade the audit managers competence and indelibly assist him in realizing the potentialities of our time. Coverage includes:

Communication Skills
Human Relations at Work for Auditors
Job Needs, Job Enrichment, Job Satisfaction
Personnel Responsibilities of Supervisory Auditors

Who May Attend

Course is recommended for audit managers or auditors who are expected to be audit managers in the near future. Suggested grade level is GS–13/16 (or the equivalent).

How To Make Nominations

Nomination-Registration for Training, Optional Form 37, should be submitted for each nominee to Registrar, Interagency Auditor Training Center, Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014, not later than two weeks prior to the course. For further information, call Registrar, Interagency, Auditor Training Center, (301) 495–6351 or IDS Code 179–6351.

Legal, Legislative and Civil Rights

INSTITUTE FOR LEGAL COUNSELS

Civil Service Commission

A 3-day program conducted annually in residence.

Description

The program will give participants an opportunity to study some of the issues, problems and current developments in our society and how these relate to their responsibility for administration and policy-making in the legal office. Participants will discuss approaches to resolving these problems and issues along with other matters which confront them in the operation of their legal offices, and have an impact on the effectiveness and response of the program goals of their agency and Federal Government.

Who May Attend

The Institute will be open to approximately 30 General Counsels, Solicitors and Chief Counsels and their principal deputies and assistants.

How To Make Nominations

Nominations can be made to source C. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

MANAGEMENT INSTITUTE FOR ATTORNEYS

Civil Service Commission

A 3-day program to be conducted two times per year at the Civil Service Commission.

Description

This course is designed to meet the special needs of the supervising or managing attorney who seeks to broaden his insight and understanding of management and organization, develop further his ability to motivate his employees, and direct the operations of his office. The course focuses on some of the newer approaches to developing the effectiveness and efficiency of the supervisor and certain critical aspects in managing the law office in a Government agency. Ample opportunity is afforded for participants to share experiences and ideas and to examine problems and viewpoints of common interest.

Who May Attend

The course is open to supervising attorneys, division or branch chiefs, General Counsels and their assistants, and other attorneys who are supervising professional or paraprofessional employees in an agency legal office. Attorneys at the GS–14 level and above (or equivalent) will be given priority; attorneys at the GS–13 level will be considered on a space available basis.

How To Make Nominations

Nominations can be made to source C. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

INSTITUTE FOR NEW ATTORNEYS

Civil Service Commission

A 3-day program to be conducted two times per year at the Civil Service Commission.

Description

This course will introduce participants to some of the principles involved in developing and implementing policies in the legal area and develop insights into the inter-relations of legal processes in the Federal Government, the functions and responsibilities of Government attorneys, and their impact on the work of Government agencies. Participants will gain knowledge of policies, procedures, regulations, and laws affecting their work, and a better understanding of the operations and organization of the Federal Government. They will be better able to serve their agencies in counseling, advising, litigating, and decisionmaking.

Who May Attend

Participation will be open to approximately 40 attorneys with two years or less service in government agencies.

How To Make Nominations

Nominations can be made to source C. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

IDEAS, ISSUES AND OPINIONS IN LAW

Civil Service Commission

A series of four to six sessions (3 hours duration) to be offered intermittently by the Civil Service Commission, Washington, D.C.

Description

The program "Ideas, Issues and Opinions in Law" is organized into several distinct series each focusing on discreet areas of law. Each series is conducted independently of the others to cover an area of law in which Federal Government attorneys are engaged. There will be four to six sessions of approximately three hours duration in each series. The sessions will be spaced at least one week apart and each will feature either recognized authors in the field, prominent Government officials and other authorities, and judges or practitioners involved in precedent-setting cases. These resource people will present and discuss their writings and ideas, review policies and actions, and comment on cases and opinions in a dialogue with the participants. Preparatory materials, such as books and articles, will be sent to each participant in advance of each session.

The following series illustrate the areas that are covered in the program:

- Government Regulation of the Economy
- Civil Rights, Civil Liberties and Race Relations
- Consumer Law

Who May Attend

Participation is open to attorneys in grades GS–13 and above (or military and non-GS equivalents). Attorneys in other grade levels may be accepted if space is available.

How To Make Nominations

Nominations can be made at any time to source C. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

Other Information

Separate nominations are required for each series in the program.

HEARING EXAMINERS AND THE REGULATORY PROCESS: CURRENT ISSUES, PROBLEMS AND DEVELOPMENTS

Civil Service Commission

One 6-day session to be conducted annually in residence.

Description

This program is conducted for hearing (trial) examiners, and it is developed to assist in meeting the broad and continuing educational and developmental needs of the hearing examiners. The design of the course, the teaching techniques employed, and the background of the resource people will contribute to the enlargement of judicial acumen regarding the characteristics and essential qualities of the following:

A. The hearing examiner's role in Government, the agency to which he is attached and the society which is affected by the decisions which he makes.

B. The economic, social, and political systems, how they operate and change, and how hearing examiner activity relates to these systems.

C. The functions and processes of regulation and the relationships between regulatory responsibilities, governmental programs and quasi-judicial activities.

D. The administrative and structural aspects of organizations, how these effect the hearing examiner and relate to his own needs for administrative skills.

E. The developments in law, including those in the Administrative Procedures Act, concentrating on matters such as (a) the judicial aspects of the hearing examiner activity and (b) the court and agency decisions affecting the limits of the examiner's discretion and authority.

F. Philosophy and logic, in addition to scientific and technological aspects of law and government and the activity of the hearing examiners concerned.

Who May Attend

Participation in the program on the Administrative Process is open to all hearing (trial) examiners in the classification series GS–935.

How To Make Nominations

Nominations can be made to source C. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

Other Information

The cost for living accommodations and meals will be paid by each individual participant out of his per diem.

LEGISLATION FORMULATION WORKSHOP

Civil Service Commission

A 3-day workshop to be conducted in Washington, D.C.

Description

This three day workshop will focus on the various facets of preparing legislation from the initial stages of decision through the steps of construction, including such areas as the following: determining agency's need for legislation; the content of the legislation and its relation to other statutes; how a bill is actually prepared; who gets involved (e.g., agency head, interest groups and program personnel); function of legislative history and how it is used; identification of problems; modern techniques in legislative drafting (research, style, form, language); technical and legal personnel (roles, functions and conflicts).

Congressional, agency and academic personnel experienced in legislative formulation (preparing, managing, and revising legislation, or teaching courses on legislation) will constitute the faculty. Course instruction will include lectures and demonstrations, work assignments and critique of student's work products. Selected members of the American Bar Association's Committee on Legislation assisting in developing the course and will be on the instructional staff.

Who May Attend

Participation is open to attorneys and other specialists who develop, review, draft, or manage legislation, and others directly involved in their agency's legislative function. Participants should be at the GS–13 level and above or equivalent. Consideration will be given to personnel at other grade levels based on work experience and level of responsibility.

How To Make Nominations

Nominations can be made at any time to source C. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

CONGRESSIONAL BRIEFING CONFERENCE

Civil Service Commission

A 2-day course conducted on Capitol Hill, Washington, D.C.

Description

This two-day course is especially tailored for selected agencies. It provides intensive in-depth discussions and study of the interrelations of the agencies with the Congress. Emphasis is given to the operations of congressional committees involved in the authorizing and appropriations legislation of the agencies for whom the course is designed. Primary attention is given to such areas as how legislative priorities are set; how substantive and appropriation legislation of the target agency is processed; how conflicts in an agency's legislative program are resolved at the departmental, OMB, and congressional levels.

The course is conducted in a workshop manner where agency personnel and congressional committee staff personnel examine common problems and develop meaningful work relationships. Members of the Congress also serve on the instructional staff when their schedules permit.

Who May Attend

Agency personnel such as program managers, budget officers, liaison specialists, division and bureau chiefs and others with equivalent program or staff responsibility have found the course very beneficial. Generally participants should be at the GS–14 level and above or the equivalent.

How To Make Nominations

Agencies are contacted to establish the dates when a Briefing Conference will be conducted and information regarding nominations are sent directly to the respective agencies. Nominations should be submitted by authorized agency representatives to The Director, General Management Training Center, U.S. Civil Service Commission, Washington, D. C. 20415. See source C on page vi. Confirmation of accepted nominations will be made in advance of the program. Deadline dates for receipt of nominations and confirmation of acceptance will be arranged with the respective agencies.

Nomination procedures are listed on page v.

AN INSTITUTE IN THE LEGISLATIVE FUNCTION

Civil Service Commission

This 5-day course will be conducted three times in Washington, D.C. during Fiscal Year 1973.

Description

This institute is designed to provide an intensive introduction to the organization, operation, and responsibilities of Congress. The role of Congress and its relationships to the executive branch will be stressed. The objective is to help career administrators at middle grade levels acquire an increased understanding of the legislative function and its direct and indirect effect on executive branch operations.

Who May Attend

Nominees for this program should be career employees, GS–9 through GS–13, (or equivalent). Persons eligible for nomination include: those in line management; unit chiefs and deputies, or those with equivalent responsibility; and those engaged in support of staff occupations such as budget preparation, manpower analysis, policy development and mission determination. In addition, each nominee should have recognized competence and potential and be one whose service in the government can be expected to continue for a significant period of time. State and local government employees and military personnel are eligible.

How To Make Nominations

Nominations can be made at any time to source C. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

INTERVIEWING TECHNIQUES FOR CIVIL RIGHTS INVESTIGATORS

Civil Service Commission

A 3-day program to be held at the Civil Service Commission, Washington, D.C. Dates will be announced later.

Description

Contract Compliance officers and Title VI Investigators spend a large part of their time in the field interviewing contractors, program managers, employees, program recipients, local officials, civil rights leaders, and other persons connected with complaints being investigated. Their reports and conclusions usually depend quite heavily on these interviews. Productive interviews can only be conducted when the interviewer has the necessary skills and knows whom to interview, how to interview, how to write up an interview and what preparations to make prior to an interview. This course will be designed to equip the civil rights investigator with these skills. By means of lectures and role playing it will acquaint the investigator with sources of community data necessary for background material, with the actual mechanics of good interviewing, and with suggested forms for recording the interview. It will be oriented towards civil rights investigation although much of the content will be relevant to other types of investigations.

Who May Attend

The program is intended primarily for Contract and Title VI Compliance Officers.

How To Make Nominations

Nominations can be made at any time to source C. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

LEGISLATIVE OPERATIONS ROUNDTABLE FOR EXECUTIVES

Civil Service Commission

Two 5-day sessions during the 3rd and 4th quarters in fiscal year 1973, in Washington, D.C.

Description

The Roundtable is designed to provide Federal career executives with increased knowledge of the organization and operations of the Congress, the interrelationships between the legislative and executive branches, and the connection between legislative functions and agency program activities. Topics for roundtable discussions will focus on: powers, functions, and organization of the Congress; politics and congressional action; national policy formulation and pressures on the Congress; internal and external pressures on congressmen; Federal agency-congressional relations including appropriations, planning, and review of programs; trends and future of congressional executive relations within the American political system.

Who May Attend

Participation is open to about 30 Federal, State and local government employees, and military executives who are at the GS-14 level (or equivalent) and above.

How To Make Nominations

Nominations can be made to source C. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course. See nomination procedures on page v.

MIDDLE MANAGEMENT INSTITUTE

Civil Service Commission

A 5-day program offered 5 times per year at the Civil Service Commission, 1900 E Street NW.

Description

The institute will provide a broad view of Government operations and the functions of management. It will serve as an updating experience and review for the experienced manager, and an introduction for the new manager. The institute is built around core subject matter of fundamental modern management theory and practice. Emphasis is given to the functions of planning, controlling, organizing, staffing, communicating, directing, and decision-making. Other topics may be included to give current perspective or because of their particular topical interest. Examples of these might be programming, budgeting systems, intergovernmental relations, and science and Government. Guest lecturers and small group workshops are the methods of presentation. Assigned readings are also provided.

Who May Attend

The institute is designed for persons serving in management fields or programs, GS–11 to GS–14, or equivalent, who have demonstrated ability and shown potential for holding more responsible management positions.

How To Make Nominations

Nominations can be made at any time to source C. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.
See nomination procedures on page v.

Other Information

Substitutions of eligible participants may be made up to the beginning of the program.

MANAGEMENT INSTITUTE FOR SUPERVISORY SCIENTISTS AND ENGINEERS

Civil Service Commission

A 5-day program offered 2 times per year at the Civil Service Commission, 1900 E Street NW.

Description

This institute is a survey of management concepts which allows the first line supervisor to become acquainted with the language and methodology of management. The program will examine the special nature of the managerial job in R&D and other engineering and scientific organizations by identifying the unique motivational characteristics of technical personnel, by discussing the impact of organizational structure on the productivity of scientific and engineering groups, and by exploring the leadership patterns best designed to release and accelerate creativity. The program will also take up such topics as the flexibilities of the Federal personnel system in managing scientists and engineers, career development concepts, and the administrative practices which permit the most effective direction and control of technical projects. The staff for the program is drawn from Government agencies, leading industrial organizations, and universities.

Who May Attend

The program is intended for firstline supervisors in charge of a working technical group or individual scientists or engineers who are about to assume supervisory responsibility. Participants have generally been at the GS–11 through GS–14 level (or equivalent).

How To Make Nominations

Nominations can be made to source C. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

MANAGEMENT AND GROUP PERFORMANCE

Civil Service Commission

A 1-week program offered 3 times per year at the Civil Service Commission, 1900 E Street NW.

Description

This course is designed to provide new and experienced managers, above the first level of supervision, with a greater insight into the nature of their jobs and with a conceptual framework which will allow them to approach the managerial job on a logical and rational, rather than an intuitive basis. Participants will analyze their jobs in terms of what they do, how they do it, and why they do it the way they do, and they will practice and evaluate other ways of performing the managerial job. Topics covered include: An analysis of the managerial job, how supervisory and managerial jobs differ, monitoring the managerial world, elements of successful negotiations with line and staff, managing conflict, inducing cooperation, and establishing, maintaining, and using communications. Precourse preparation includes assigned reading and answering a questionnaire dealing with the participants' work activities.

Who May Attend

Since the course is designed specifically for managers, nominees should be above the first level of supervision; typically, they should direct the activities of subordinate supervisors and work groups. Within these guidelines, managers at GS–12 and above (or equivalent) may be nominated. The course provides an excellent means for making the transition from the first to the second level of Management in Organizations.

How To Make Nominations

Nominations can be made at any time to source C. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

Other Information

Substitutions may be made up to the beginning of the program, but since substitutes who are designated late will be unable to complete the advance reading for the program, agencies are requested to make as few substitutions as possible. Class size will be restricted to 20 participants.

MANAGEMENT AND GROUP PERFORMANCE: AN INSTITUTE FOR TRAINERS

Civil Service Commission

A 4-day program offered on an "as needed" basis at the Civil Service Commission, 1900 E Street NW.

Description

This institute is designed to equip agency instructors to present the Civil Service Commission course, Management and Group Performance. The fundamental concepts supporting the course structure will be examined in detail. Workshop experience will be gained in dealing with the more difficult portions of the course. Participants who successfully complete the institute by demonstrating their understanding of the subject matter and their ability to present the material as specified will receive a copy of the Instructor's Guide to Management and Group performance and a certificate authorizing them to instruct the course.

Who May Attend

Attendance is conditional upon prior attendance at a regular presentation of Management and Group Performance. A high level of skill in conference leadership is particularly important to successful performance.

How To Make Nominations

Nominations can be made at any time to source C. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.
See nomination procedures on page v.

Other Information

A minimum of six participants will be required to schedule an institute.

MANAGEMENT AND THE NEW GENERATION

Civil Service Commission

A 3-day program offered 5 times per year at the Civil Service Commission, 1900 E Street NW.

Description

This new program is designed for managers and supervisors who must resolve on-the-job problems and conflicts with youthful employees. Topics which will be explored include: the backgrounds, values, and occupational goals of college and non-college, white and blue collar, and minority group youth; the leadership patterns, organizational structures and climates that release youthful creativity and productivity; how to establish communications with and obtain effective feedback from youth; concepts of career development and adjustment for youthful employees and for the manager himself; what youth looks for from a supervisor.

Through workshops, simulations and role-play, participants will have the opportunity to evaluate these topics in light of their own experiences as well as the views of their classmates and the young Federal employees who will participate in some of the sessions.

Who May Attend

This seminar is open to all first-level supervisors and mid-level managers who are interested in examining ways to increase effective management of young people.

How To Make Nominations

Nominations can be made at any time to source C. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.
See nomination procedures on page v.

ADMINISTRATIVE OFFICER SEMINAR

Civil Service Commission

A 5-day program offered five times per year at the Civil Service Commission, 1900 E Street NW.

Description

This new program is designed to increase new administrative officers' knowledge and understanding of their integrative, supportive and liaison roles in today's complex technical and social management systems. Topics to be explored include; personnel management and liaison with the personnel office; space utilization and management; procurement and contract administration; travel and transportation management; management analysis and report writing; funds management; techniques of effective negotiation; planning, communication, problem-solving and decision-making.

Lecture-discussions and workshops, planned to lead toward more effective coordination of the administrative officers' functions, will involve participants in examining and developing their interpersonal job skills as well as their administrative abilities.

Who May Attend

This seminar is open to new administrative officers at GS–13 level (or equivalent). The course is appropriate also for more experienced administrative officers who are interested in expanding their coordinative skills.

How To Make Nominations

Nominations can be made at any time to source C. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

CONTRACTING FOR THE SCIENTIST AND ENGINEER

Civil Service Commission

A 3-day program offered once a year and additional courses as needed at the Civil Service Commission, 1900 E Street NW.

Description

Substantial controversies measuring into multimillion dollars yearly result from an inadequate knowledge of government procurement processes which in turn result in a lack of adequate coordination among scientists, their contracting officers and the contractors. This program is designed to allow the scientist or engineer who is responsible for the technical aspects of a contract to better communicate with his organization's contracting officer through improved understanding of contracts and contracting. Topics to be discussed include: procurement responsibility and authority as it pertains to laws, and implementations, the contracting officer and his representatives, the principal of agency and the technical role. The procurement process which includes program planning and funding authorities; the request for proposal (scope of work-purposes, content, and impact) ; and miscellaneous matters of concern such as competition vs. sole source, evaluation of proposal, approval and determinations required, and the characteristics of a contract; the award and on-going process including technical surveillance and coordination, technical and administrative changes, allowable cost and limitation thereof, rights in technical data, and a follow-on plan.

Who May Attend

This seminar is open to all scientists, engineers, and scientific administrators interested in improving their contracting knowledge.

How To Make Nominations

Nominations can be made at any time to source C. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

GRANTS ADMINISTRATION SEMINAR

Civil Service Commission

A series of 1-day programs offered by the Civil Service Commission in Washington, D.C.

Description

Each one-day program in this series will be devoted to a different topic of interest to grants administrators and managers. Knowledgeable authorities from Federal departments, the Office of Management and Budget, State and local governments, and other relevant organizations will explain and discuss old and new programs, policies, and requirements which affect Federal grants and the officials who administer or manage them. Among topics to be covered will be interagency coordination, the impact of decentralization, A95, organization of review procedures, revenue sharing, etc. Since each session will cover one topic and is relatively independent of the other, grants specialists can choose those sessions of value to them personally. Specific information on each session will be contained in the announcements distributed before the first session.

Who May Attend

Nominees may be employees of any governmental agency—Federal, State, or local—responsible for the administration and management of grant programs.

How To Make Nominations

Nominations can be made at any time to source C. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

Management Intern

Civil Service Commission

The following group of interagency courses are offered by the Civil Service Commission to supplement agency training programs for Management Interns and others in comparable programs. The Management Intern Lecture Program, which is designed as a general introduction to the government as a place to build a career, is appropriate for all interns regardless of their educational background. Other courses are intended to supplement individual education and experience in government and management. An opportunity is thus provided for combining into a training program those courses geared to an intern's specific needs. Agencies are therefore urged to counsel with their interns and to nominate them for those courses which will best help them prepare for a management career in the public service.

THE DYNAMICS OF GOVERNMENT

Civil Service Commission

A 3-day course offered twice a year by the Civil Service Commission, Washington, D.C.

Description

This course is designed to introduce interns with little or no political science background to the workings of the Federal Government. It will utilize guest lecturers, panels, and discussions to describe how policy and legislation is conceived, debated, legislated or promulgated, interpreted, and administrated. It will provide a look at the relationships existing among the several branches of the Federal Government and between the Federal, State and local governments. Attention will be given to the impact of these processes and relationships on the bureaucracy and the day-to-day work of the civil servant. The course will be limited to 30 participants.

Who May Attend

All persons appointed from the Management Intern register of the Federal Service Entrance Examination are eligible for nomination. In addition, all employees participating in an agency intern program at the management entry level are eligible, regardless of whether or not appointed from the management intern register. Other employees, GS–5 through GS–9 or equivalent, may be nominated provided the individual is being developed for assumption of management responsibilities and the qualifications of the individual match those expected of management interns.

How To Make Nominations

Nominations can be made to source C. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

FEDERAL MANAGEMENT IN THE 70's

Civil Service Commission

A course offered once a year by the Civil Service Commission, Washington, D.C.

Description

This course has been designed for all Management Interns and others in comparable programs and has three objectives: to bring about a broader understanding of the Government's organizational and programmatic response to the issues facing America in the 1970's; to create an increased awareness of the Government-wide nature of some of the issues and the interdependence of various agencies' programs to deal with them; and to indicate both the opportunities and responsibilities facing those who seek a management career in the Government. The program will consist of lectures and panel presentations interlaced with questions and discussions.

Who May Attend

All persons appointed from the management intern register of the Federal Service Entrance Examination are eligible for nomination. In addition all employees participating in an agency intern program at the management entry level are eligible, regardless of whether or not appointed from the management intern register. Other employees, GS-5 through GS-9, or equivalent, may be nominated provided the individual is being developed for assumption of management responsibilities and the qualifications of the individual match those expected of management interns.

How To Make Nominations

Nominations can be made to source C. See page vi. Contact your Training Office for course announcement and/or Quarterly

Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

FUNDAMENTAL MANAGEMENT TECHNIQUES

Civil Service Commission

A 3-day course offered twice a year by the Civil Service Commission Washington, D.C.

Description

This course provides a basic knowledge of several management techniques useful to any intern starting a career with the Government. It is designed to equip interns with specific skills essential to their development as managers. Among the areas to be covered will be planning, scheduling, and controlling of work. PERT and other graphic planning devices, problem solving models, scheduling forms, and controlling methods will be discussed in lectures and workshops. To insure maximum involvement of the students, each session will be restricted to 30 participants.

Who May Attend

All persons appointed from the Management Intern register of the Federal Service Entrance Examination are eligible for nomination. In addition, all employees participating in an agency intern program at the management entry level are eligible, regardless of whether or not appointed from the Management Intern register. Other employees, GS–5 through GS–9 or equivalent may be nominated provided the individual is being developed for assumption of management responsibilities and the qualifications of the individual match those expected of management interns.

How To Make Nominations

Nominations can be made to source C. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

INTRODUCTION TO PUBLIC ADMINISTRATION

Civil Service Commission

A 3-day course offered twice a year by the Civil Service Commission, Washington, D.C.

Description

This course will serve as an introduction to the field of Public Administration for those interns who have had no training in this area. It will cover the history, development, and current status of Public Administration, devoting attention to general aspects of organization theory, line-staff relationships, interagency coordination, communication, and the personnel, budgeting, and planning functions, especially as all these relate to the Federal Government and its changing relationships with State and local governments. It will be limited to 30 participants in an effort to maximize general class participation.

Who May Attend

All persons appointed from the management intern register of the Federal Service Entrance Examination are eligible for nomination. In addition, all employees participating in an agency intern program at the management entry level are eligible regardless of whether or not appointed from the management intern register. Other employees, GS–5 through GS–9 or equivalent, may be nominated provided the individual is being developed for assumption of management responsibilities and the qualifications of the individual match those expected of management interns.

How To Make Nominations

Nominations can be made to source C. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

MANAGEMENT INTRODUCTION TO ADP FOR MANAGEMENT INTERNS

Civil Service Commission

A 3-day seminar to be conducted twice a year at the Civil Service Commission, 1900 E Street NW.

Description

The rapidly growing capabilities and numbers of electronic computers, as well as the expanding diversity and complexity of ADP applications, require that government employees in all management fields have a sound basic knowledge of ADP. It is particularly important that the future leaders of government, the management interns of today, grasp at the outset of their careers the limitations and potential of ADP as a management tool.

The Management Introduction to ADP for Management Interns is intended to provide the necessary background upon which a more extensive ADP understanding can be built. The program will cover both technical and managerial topics on an introductory level. However, the technical aspects of ADP in this program have been carefully selected on a priority "need to know" basis for the managers of the future.

Who May Attend

All persons appointed from the Management Intern Register of the Federal Service Entrance Examination are eligible for nomination. In addition, all employees participating in an agency intern program at the management entry level are eligible, regardless of whether or not appointed from the Management Intern Register. Other employees at the GS–5 through GS–9 level (or equivalent), who are in career fields other than ADP management, may be nominated provided the individual is being developed for assumption of management responsibilities.

How To Make Nominations

Nominations can be made to source A. See page v. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

PERSONNEL MANAGEMENT FOR INTERNS

Civil Service Commission

A 3-day course to be held twice yearly at the Civil Service Commission training facilities, Washington, D.C.

Description

This course will provide an introduction to Federal personnel management for those just starting their careers in the Federal service. It covers the merit system and the major components comprising Federal personnel management: manpower planning and organization, staffing, classification, labor relations, training, and discipline and adverse actions. Current special emphasis and public policy programs will be emphasized.

Who May Attend

All persons appointed from the management intern register or the Federal Service Entrance Examination are eligible for nomination. Other employees, GS–5 through GS–9 or equivalent, who are in career fields other than personnel, may be nominated provided the individual is being developed for assumption of management responsibilities and the qualifications of the individual match those expected of management interns. State and local government employees in equivalent positions are also eligible to attend.

How To Make Nominations

Nominations can be made to source F. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

SEMINAR ON MODERN MANAGEMENT THEORIES

Civil Service Commission

A 3-day course offered twice a year by the Civil Service Commission, Washington, D.C.

Description

This course will provide an overview of management thought and research of the past 25 years. Lectures and discussions will focus on the work and writings of such influential writers as Maslow, McGregor, Likert, Herzberg, Drucker, Odiorne, Hitch, Beckett, Reddin, and Downs. These will be used to illustrate recent findings in the area of motivation, communication, leadership. etc., to review the concept of "management by objectives," and to introduce the "systems" concept of management. Emphasis will be on the practical application of these theories to the work situation of the Government manager. The seminar will be limited to 30 participants.

Who May Attend

All persons appointed from the Management Intern register of the Federal Service Entrance Examination are eligible for nomination. In addition, all employees participating in an agency intern program at the management entry level are eligible, regardless of whether or not appointed from the Management Intern register. Other employees, GS–5 through GS–9 or equivalent, may be nominated provided the individual is being developed for assumption of management responsibilities and the qualifications of the individual match those expected of management interns.

How To Make Nominations

Nominations can be made to source C. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

Supervision

INTRODUCTION TO SUPERVISION

Civil Service Commission

A 1-week program offered 12 times a year.

Description

One of the four first level supervisory courses, Introduction to Supervision, joins Basic Management Techniques I, Supervision and Group Performance and Basic Management Techniques II to form a comprehensive supervisory development program offered by the General Management Training Center. This course is designed to provide the new supervisor with a foundation in the principles and practices of supervising employees. It introduces him to the basic legal requirements affecting the management of government employees and to selected managerial concepts and techniques which can be studied at greater depth in the more advanced courses mentioned above. Topics covered include: Personnel Management and the Supervisor; Merit Promotion; Sociology of Work, Employee Management Cooperation; Principles and Practice of Supervision; Dynamic Leadership; Processes of Problem Solving; Training for Results; Health Safety and Accident Prevention; Equal Employment Opportunity; Improving Communication; Self-Development.

Who May Attend

This course is designed for the employee who is about to or has recently made the transition to a first level supervisory position. It is also of benefit to experienced firstline supervisors who have not yet had formal training. State, municipal, and local government supervisors are eligible for this course.

How To Make Nominations

Nominations can be made at any time to source C. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

INTRODUCTION TO SUPERVISION: AN INSTITUTE FOR TRAINERS

Civil Service Commission

A 4-day program offered on an "as needed" basis.

Description

The Institute for Trainers is for the purpose of developing instructors to lead Introduction to Supervision. Course materials and supporting information are examined in detail, and members practice by leading various sections of the course. Each practice session is followed by a critique. Instructors successfully completing the institute will be presented copies of the Instructors'

Guide and will be certified as instructors of Introduction to Supervision.

Who May Attend

Prior attendance of regular presentation of Introduction to Supervision is required for participation in an Instructors Institute. Skill in conference leadership is important for successful performance.

How To Make Nominations

Nominations can be made at any time to source C. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

Other Information

A minimum of six participants will be required to schedule an institute. State, municipal, and local government supervisors are eligible to attend this institute.

BASIC MANAGEMENT TECHNIQUES I

Civil Service Commission

A 1-week program offered 12 times a year.

Description

This course will examine in considerable detail the management processes of planning, scheduling, organizing, and controlling. Each topic will be presented by lecture, demonstration and brief reading followed by supervised workshop experience. The aim in every case is the development of a specific management skill. Topics to be covered include: The Responsibilities of Supervisors; the Planning Process; the Rationale of Organization; Basic Departmentation; Assignment of Work and Work Distribution; the Scheduling Process; Principles of Direction; the Order Giving Process; Simplified Critical Path Method; Control Techniques; Graphic Planning Devices (including "Gantt" charts and Document Distribution Charts); and Planning Personnel Time. Basic Management Techniques I, together with Introduction to Supervision and Group Performance, and Basic Management Techniques II are designed for use in establishing management development programs for firstline supervisors.

Who May Attend

The program is designed for firstline supervisors, and is not recommended for those in nonsupervisory staff positions.

How To Make Nominations

Nominations can be made at any time to source C. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

Other Information

State, municipal, and local government supervisors are eligible for this course.

BASIC MANAGEMENT TECHNIQUES I: AN INSTITUTE FOR TRAINERS

Civil Service Commission

A 3-day program offered on an "as needed" basis.

Description

This institute is designed to equip agency trainers to present the Civil Service Commission course: Basic Management Techniques I. The course materials and supporting information will be examined in detail, followed by discussion and workshop experience with the more difficult portions of the course. Instructors successfully completing the institute will be presented copies of the Instructor's Guide and will be certified as instructors for Basic Management Techniques I.

Who May Attend

Attendance is conditional upon prior attendance in a regular presentation of Basic Management Techniques I. A background in management analysis or associated management staff activities, is important to presenting the course successfully.

How To Make Nominations

Nominations can be made at any time to source C. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

Other Information

A minimum of six participants will be required to schedule an institute. State, municipal, and local government supervisors are eligible to attend this institute.

SUPERVISION AND GROUP PERFORMANCE

Civil Service Commission

A 1-week program offered 12 times a year.

Description

Supervision and Group Performance will introduce experienced supervisors to modern concepts of effective supervision, based on recent findings of social science research. Brief presentations or readings and group participation exercises are followed by a thorough discussion of each topical area, and participants analyze the application of the concepts to practical supervisory situations. Topics covered include: The Job; Placement and Promotion; Why People Behave as They do; Leadership; Why Groups Act as They Do; Analysis of a Work Situation; Steps to Supporting and Remedying; Steps to Major Change; Orientation of New Workers; Learning; Performance Appraisal; and Discipline. Supervision and Group Performance, together with Introduction to Supervision, and Basic Management Techniques I and II is designed for use in establishing management development programs for firstline supervisors.

Who May Attend

This course is for firstline supervisors. Accordingly, nominees should be in direct charge of employees who do the work in their organization. Participants are divided into classes with similar grade levels, i.e., grades GS–12 and below or GS–11 and above (or equivalent).

How To Make Nominations

Nominations can be made at any time to source C. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and locaiton of training course.

See nomination procedures on page v.

Other Information

State, municipal, and local government supervisors are eligible for this course.

SUPERVISION AND GROUP PERFORMANCE: AN INSTITUTE FOR TRAINERS

Civil Service Commission

A 4-day program offered "as needed."

Description

This institute is designed to equip agency instructors to present the Civil Service Commission course: Supervision and Group Performance for agency supervisors. The fundamental concepts supporting the course structure will be examined in detail, followed by workshop experience with the more difficult portions of the course. Participants who successfully complete the institute by demonstrating their understanding of the subject matter and their ability to present the material will receive a copy of the Instructor's Guide to Supervision and Group Performance and will be certified as course instructors.

Who May Attend

Attendance is conditional upon prior attendance at a regular presentation of Supervision and Group Performance. A high level of skill in conference leadership is particularly important to successful performance.

How To Make Nominations

Nominations can be made at any time to source C. See page vi. Contact your Training Office for course announcement

and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

Other Information

A minimum of six participants will be required to schedule an institute. State, municipal, and local government supervisors are eligible to attend this institute.

BASIC MANAGEMENT TECHNIQUES II

Civil Service Commission

A 1-week program presented 6 times a year.

Description

This course is designed to develop specific management skills and considers in detail the responsibilities of Federal service. Current Management theories, Concepts and Principles are explored as a basis upon which supervisors and managers might develop new and more effective ideas and skills in management and leadership practices. Emphasis is placed on overcoming communication breakdowns, guidelines for giving and receiving feedback, listening techniques, principles of Federal budgeting, personnel management, conference leadership, handling conflicts, problem solving and decision making. Course materials are presented by lecture, demonstration, brief reading and workshop experience. Basic Management Techniques II, together with Introduction to Supervision, Basic Management Techniques I, and Supervision and Group Performance, is designed for use in establishing management development programs for firstline supervisors.

Who May Attend

The program is designed for supervisors GS–11, or equivalent, through GS–15. This course is designed for supervisors and is not recommended for those in nonsupervisory staff positions.

How To Make Nominations

Nominations can be made at any time to source C. See page vi. Contact your Training Office for course announcement

and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

Other Information

State, municipal, and local government supervisors are eligible for this course.

SUPERVISION OF LOW-SKILLED EMPLOYEES: PROBLEMS AND CHALLENGES

Civil Service Commission

A 5-day program offered 7 or more times a year.

Description

This course is designed for and has proven valuable to supervisors of workers whose backgrounds and lack of preparation have put them to a particular disadvantage in areas such as orientation to work, motivation to perform the job, adaptability to the work situation, and responsiveness to supervision. Moreover, the course is designed to recognize that many such workers might be at the entry level or might have remained fixed in their positions over a period of years; and as a result, may have needs for strengthening their job expectations, self assessments, work habits, and preparation to take advantage of opportunities for Upward Mobility. The course equips the supervisor with guidelines, tools, and techniques of coaching and counseling the worker in order to meet these and other needs. Course content and subject matter are imparted through a variety of novel and interesting methods. For example, "fish bowl" discussion groups, case studies, workshop exercises, films, and role playing involving supervision in situations that simulate real problems.

Who May Attend

The course is designed to meet the needs of supervisors at any level who have responsibility for the orientation, training and development and work performance of low-skilled workers, entry level workers, and Upward Mobility candidates. In addition, the course is responsive to the needs of supervisors, group leaders or foremen of wage rate workers in low-skilled jobs. Employees acting in or preparing for supervisory responsibility in the above areas will also find the course a relevant part of their own training and development.

How To Make Nominations

Nominations can be made at any time to source C. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

Other Information

State, municipal, and local government supervisors are eligible for this course.

SUPERVISION OF LOW-SKILLED EMPLOYEES: AN INSTITUTE FOR INSTRUCTORS

Civil Service Commission

A 3-day program offered "as needed."

Description

The institute is designed to provide direction and guidance to prospective instructors of the course, Supervision of Low-Skilled Employees. An indepth examination of the subject matter is made in order to reinforce comprehension of the theories, principles, and rationale underlying the course concepts. In the practicum, each participant is afforded several opportunities to present segments of the course material, assimilating the techniques utilized and the conditions found in an actual training setting. Presentations are taped on a video recorder for subsequent playback in order that the participant might make self-appraisals and observations of his performance. Following his presentation, the participant has the benefit of oral critiques. Upon successful completion of the institute, participants will receive a copy of the Instructor's Guide to Supervision of the Low-Skilled Employees and will be certified as course instructors.

Who May Attend

The course is designed to be responsive to the needs of prospective instructors of the course, Supervision of Low-Skilled Employees. Prior attendance at a regular presentation of Supervision of

Low-Skilled Employees is a prerequisite for attending the institute.

How To Make Nominations

Nominations can be made at any time to source C. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

Other Information

A minimum of six participants will be required to schedule an institute. State, municipal, and local government supervisors are eligible to attend this institute.

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BASIC LABOR MANAGEMENT RELATIONS

Civil Service Commission

A 5-day course held bimonthly at the Civil Service Commission, 1900 E Street, N.W.

Description

This course on the dynamics of labor relations and collective bargaining is designed to provide a broad survey of collective bargaining for staff persons with a beginning or support function in labor relations. It is the basic foundation for the primary development of personnel who will be active in the field, and provides basic information and developmental training.

Who May Attend

This course is directed at staff persons who have an interest or will have direct or support functions in labor-management relations programs. This principally includes personnel and labor relations officers. Other nominees may be considered on a space available basis.

How To Make Nominations

Nominations can be made at any time to source D. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

INTRODUCTION TO COLLECTIVE BARGAINING NEGOTIATIONS

Civil Service Commission

A 5-day course held five times a year at the Civil Service Commission, 1900 E Street, NW.

Description

This course is designed to inform management participants about the concepts and principles of negotiating and implementing collective bargaining agreements. The course emphasizes the negotiating process and stresses the understanding of principles, concepts and practices of contract negotiation and implementation.

Who May Attend

The course is directed at members of the management team engaged or preparing to engage in handling collective bargaining negotiations and implementing the resulting agreements. Other nominees may be considered on a space available basis.

How To Make Nominations

Nominations can be made at any time to source D. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

LABOR RELATIONS BRIEFING FOR EXECUTIVES

Civil Service Commission

A 1-day course held bimonthly at the Civil Service Commission, 1900 E Street, NW.

Description

This course is designed to orient government executives to the impact and implications of the collective bargaining process on agency management. Discussions will center the principle issues raised by collective bargaining.

Who May Attend

This course is directed to government executives who currently have or will have dealings with labor organizations.

How To Make Nominations

Nominations can be made at any time to source D. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

LABOR RELATIONS FOR PERSONNEL SPECIALISTS

Civil Service Commission

A 3-day course held bimonthly at the Civil Service Commission, 1900 E Street NW.

Description

This course is designed to orient personnel specialists to the impact of collective bargaining on personnel administration. It will examine the implications of collective bargaining for the merit systems and examine the role of the personnel specialist.

Who May Attend

This course is designed for the various functional specialists, (position classifiers, staffing specialists, etc.) in the broad field of personnel administration.

How To Make Nominations

Nominations can be made at any time to source D. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

LABOR RELATIONS FOR SUPERVISORS

Civil Service Commission

A 3-day course held monthly at the Civil Service Commission, 1900 E Street, NW.

Description

This course is designed to prepare line supervisors and managers to deal with the union steward in the everyday environment. It stresses the basics of a public sector labor-management relations program, understanding the procedures established under a program, and understanding collective bargaining contracts and their bearing on and application to the work setting.

Who May Attend

This course is directed at the supervisor functioning or about to function under a labor agreement, whose day-to-day contact with employees and union stewards will require him to make decisions in applying the contract. Other nominees may be considered on a space available basis.

How To Make Nominations

Nominations can be made at any time to source D. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

Specialty Workshop Series

ADVANCED COLLECTIVE BARGAINING NEGOTIATIONS

Civil Service Commission

A 5-day course held quarterly at the Civil Service Commission, 1900 E Street, NW.

Description

This Specialty Workshop will focus on the skills needed to prepare for and conduct negotiations and to draft contract language, with emphasis on the negotiating process and understanding the principles, concepts and practices of collective bargaining contract negotiation.

Who May Attend

This specialty course is directed at members of the management team participating in the conduct of collective bargaining negotiations. Other nominees may be considered on a space available basis. Participants must meet established prerequisites.

How To Make Nominations

Nominations can be made at any time to source D. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

LABOR DISPUTES AND THEIR RESOLUTION

Civil Service Commission

A 3-day course held quarterly at the Civil Service Commission, 1900 E Street NW.

Description

This course is designed to prepare the management team in the handling of labor disputes and other militant actions by providing a foundation for a labor relations policy that stresses strike prevention and contingency plans and the resolution of strikes.

Who May Attend

This workshop is recommended to those managers and supervisors who are dealing or will have to deal with the problems of union group action including other militant group actions. Other nominees may be considered on a space available basis. Participants must meet established prerequisites.

How To Make Nominations

Nominations can be made at any time to source D. See page vi. Contact your Training Office for course announcement

and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

LABOR RELATIONS SYMPOSIUM FOR EXECUTIVES

Civil Service Commission

A 3-day course held quarterly at the Civil Service Commission, 1900 E Street, NW.

Description

This course is designed to orient government executives to the impact of collective bargaining on them, the development of a management philosophy to utilize the collective bargaining process and their role in public sector labor relations.

Who May Attend

The course is directed at government executives to orient them to the impact of collective bargaining. Other nominees may be considered on a space available basis.

How To Make Nominations

Nominations can be made at any time to source D. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

MANAGEMENT PREPARATION FOR COLLECTIVE BARGAINING

Civil Service Commission

A 5-day course held quarterly at the Civil Service Commission, 1900 E Street NW.

Description

This course concentrates on two of the most crucial and frequently ignored areas of the collective bargaining process; namely, the

Union Organizing Campaign and the *Determination of an Appropriate Bargaining Unit.* This course is designed to reflect management's interests in these areas while at the same time conforming to the intent of E.O. 11491.

Who May Attend

This course is directed to those management officials who have or will have a decision making function relating to unit determination and managements' position on the organizing campaign. The course is also directed at officials who will be responsible for the preparation and presentation of unit determination and unfair labor practice cases.

How To Make Nominations

Nominations can be made at any time to source D. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

WORKSHOP ON ARBITRATION AND FACT-FINDING

Civil Service Commission

A 4-day course held quarterly at the Civil Service Commission, 1900 E Street NW.

Description

This three-day course is designed to train management and the management specialist to investigate, gather and prepare the appropriate information and data for presentation of such cases. It goes into the techniques of preparation and presentation and the procedures involved.

Who May Attend

This course is directed to those at the management level whose function is to prepare and present the case or briefs on arbitration or fact-finding cases, along with other memorandums which may be necessary. Other nominees will be considered on a space available basis. Participants must meet established prerequisites.

How To Make Nominations

Nominations can be made at any time to source D. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

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ACCRUAL ACCOUNTING PROCEDURES IN FEDERAL AGENCIES

Civil Service Commission

A 3-day course offered bimonthly in Washington, D.C., and other major U.S. cities.

Description

This course facilitates the transition to Governmental accounting for those persons whose past accounting experience or training has been in the private sector. It acquaints the participants with "fund accounting" procedures for those transactions which have no counterpart in the private sector (i.e., allotments, apportionments, commitments, and obligations). Two practice case studies, *Illustrative Agency* and *Representative Agency* demonstrates how typical transactions are recorded in double-entry form, their effect on various accounts, and the resulting financial statements (i.e., the Statement of Financial Position, and the Statement of Operations, and the Statement of Changes in Government Equity).

Who May Attend

There are no grade restrictions for participation; *however, the course presumes some knowledge of elementary bookkeeping or accounting.* The course is particularly suitable for recent hires or others about to embark on a career in financial management (i.e., accounting, auditing, or budgeting), and whose past accounting education and training has been in the private sector.
Those who have little or no knowledge in either bookkeeping or accounting should apply for the 5-day elementary course, Governmental Bookkeeping and Accounting.

How To Make Nominations

Nominations can be made at any time to source E. See page vi. Contact your Training Office for course announcement

and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

AUDIT MANAGER SEMINAR ON GAO REQUIREMENTS

Interagency Auditor Training Center

A 2-day seminar to be given at the Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014.

Description

Enrollees of this seminar will review and examine GAO requirements on:

Accounting Principles and Standards for Federal Agencies and Departments.

Internal Auditing in Federal Agencies and Departments.

Obstacles and proposed solutions relative to above-mentioned requirements will be discussed.

Who May Attend

This seminar is recommended for audit managers who have leading roles in the direction of their offices' audit activities. GS-13/16 level suggested, or the equivalent.

How To Make Nominations

Nomination-Registration for Training, Optional Form 37, should be submitted for each nominee to Registrar, Interagency Auditor Training Center, Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C., 20014, not later than 2 weeks prior to the course. For further information, call Registrar, Interagency Auditor Training Center, (301) 495-6351 or IDS Code 179-6351.

BUDGET FORMULATION

Civil Service Commission

Will be offered several times in Washington, D.C. and intermittently in major U.S. cities.

Description

This course provides a clear understanding of the processes of budget formulation and carries the student step-by-step through the logical progression from the basic to the more complex aspects of planning, estimating, consideration of alternatives, and final preparation of an effective budget document. This is a show-tell-do course in which the participants have an opportunity to practice and perfect the use of the budget formulation techniques taught.

Who May Attend

This course is for budget and financial officials who need to learn how to formulate a Federal budget and for other personnel who need to know how this vital task is performed. As a general rule, the participants are at the GS–5 through GS–11 levels, however the class is open to persons above this level if this training is needed to improve their performance.

How To Make Nominations

Nominations can be made at any time to source E. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v. Nominations for those wishing to attend the course in other cities should be submitted to the nearest U.S. Civil Service Commission Regional Training Center. See page 273.

BUDGET PRESENTATION AND JUSTIFICATION

Civil Service Commission

Several sessions will be offered in Washington, D.C. and intermittently in major U.S. cities.

Description

This course teaches the participants how to:

- effectively assist in the development of their agency's budget justifications.
- present or provide technical assistance for the presentation of their agency's budget before the Office of Management and Budget and the Congressional Appropriations Committees.
- understand more fully the necessary elements which must be included in the budget submission to receive favorable consideration.

This course teaches and provides practice in the techniques of budget presentation and justification. The participants are organized into "agency teams" which prepare and submit their budget before "OMB Examiners" and "Congressional Appropriations Committees" made up of their classmates. Each submission is critiqued by the class and suggested improvements discussed. *This course lasts nine days—one full week and four days in the following week.*

Who May Attend

This course is for persons who assist in the preparation and/or presentation of their agency's budget submission. Normally participants have been at the GS–12 or above level, however employees below this level will be accepted provided they understand the budget formulation process and are able to take up where this course begins. New employees should attended *Budget Formulation* before attending this course. Higher level programs and staff managers should find this course valuable in developing their budget understanding.

How To Make Nominations

Nominations can be made at any time to source E. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page vi. Nominations for those wishing to attend the course in other cities should be submitted to the nearest U.S. Civil Service Commission Regional Training Center. See page 273.

DEVELOPMENT OF INDIRECT COST ALLOCATION PLANS FOR STATE AND LOCAL GOVERNMENTS UNDER BOB CIRCULAR A-87

Interagency Auditor Training Center

A 2-day Course to be given at the Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014.

Description

This course is designed to assist the State and local auditor to understand and prepare the required plans.

Who May Attend

The course is recommended for State and local auditors and accountants who will be required to follow the requirement of BOB Circular A-87.

How To Make Nominations

Nomination-Registration for Training, Optional Form 37 or letter, should be submitted for each nominee to Registrar, Interagency Auditor Training Center, Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014, not later than 2 weeks prior to the course. For further information, call Registrar, Interagency Auditor Training Center, (301) 495-6351 or IDS Code 179-6351.

EFFECTIVE GOVERNMENTAL AUDITING I

Interagency Auditor Training Center

A 5-day program to be given at the Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014.

Description

This course is designed primarily for the auditor who is relatively new in Government service. The experienced auditor who desires refresher training will also find this course beneficial. The course deals realistically with responsibilities, duties, and tools of auditors. Although this course is not a prerequisite for the course, "Effective Governmental Auditing II," both courses do complement each other. Mastery of concepts and procedures of the two courses will form a base upon which a successful audit career may be built. Coverage includes:

Success Factors in Auditing
The Audit Cycle
Professional Ethics and Audit Standards
Internal Auditing Responsibilities
Internal Controls—Characteristics
Audit Preparatory Work—Survey Techniques
Essentials of Good Workpapers
Introduction to ADP Auditing
Interviewing Techniques
Professional Development

Who May Attend

This course is specifically recommended for the GS-5/7 (or the equivalent) auditor who has recently entered Government service. The more experienced auditor who may desire a refresher course will also find this training beneficial.

How To Make Nominations

Nomination-Registration for Training, Optional Form 37, should be submitted for each nominee to Registrar, Interagency Auditor Training Center, Woodmont Building, 6th Floor, 8120 Woodmont Avenue, Washington, D.C. 20014, by not later than two weeks prior to the beginning date of the course. For further information, call Registrar, Interagency Auditor Training Center, (301) 495-6351, or IDS Code 179-6351.

EFFECTIVE GOVERNMENTAL AUDITING II

Interagency Auditor Training Center

A 5-day program to be given at the Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014.

Description

This course and "Effective Governmental Auditing I" are devised for the auditor who is comparatively new in Government service, or who desires a refresher course. Although the Auditing I course is not a prerequisite to this course, it is highly desirable that the newly-employed auditor take both courses. This course deals with audit techniques and tools other than those covered in "Effective Governmental Auditing I." Statisfactory completion of both courses provides a base upon which a successful audit career may be built. Coverage includes:

- **Findings—Characteristics, Materiality, Development and Presentation**
- **Elements of Flow Charting—An Audit Tool**
- **Probable Areas of Findings**
- **Weaknesses Which Prevent Auditors From Realizing Their Full Potentialities**
- **What Management Expects of the Internal Auditor**
- **Budgeting and Appropriation Processes**

Who May Attend

This course is specifically recommended for the GS-5/7 grade auditor or the equivalent, who has recently entered Government service. The more experienced auditor who desires a refresher course will also find this training beneficial.

How To Make Nominations

Nomination-Registration for Training, Optional Form 37, should be submitted for each nominee to Registrar, Interagency Auditor Training Center, Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014, 2 weeks prior to the course. For further information, call Registrar, Interagency Auditor Training Center, (301) 495-6351 or IDS Code 179-6351.

THE FEDERAL BUDGET PROCESS

Civil Service Commission

Several 2-day programs will be held in Washington, D.C.

Description

The course is for all Federal employees who need to understand the interfaces and interrelationships among those activities involved in budgeting. It is particularly helpful for those working in a professional position who are relatively new to the Government. However, new and old alike will profit. It provides the student with a general understanding of the function, history, and procedures of the Federal Budget Process. Readings, lectures, and discussions will cover the following topics: the place of budgeting;

its evolution; general procedures in formulation, execution, and review; and roles played by the agencies, OMB and Congress.

Who May Attend

This course is open to any professional employee. It should be indispensable to all employees in financial management or administration positions who need to learn more about budget processes. It is particularly well suited for those entering the Federal service.

How To Make Nominations

Nominations can be made at any time to source E. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

FINANCIAL ASPECTS OF FEDERAL GRANT PROGRAMS

Civil Service Commission

This course will be conducted several times each year in Washington, D.C., and intermittently in each of the Commission's Regional Training Centers.

Description

This course is for the large number of professional and technical employees who work with grant-in-aid programs performing the many functions necessary to achieve the goals of each grant program. It will help these individuals develop an understanding of the full grant cycle. The major topics included are:

- Pre-grant review and analysis of grant applications
    - Examination of grantee's budget and staffing plan
    - Existence of third party contract and non-Federal required
    - Government furnished property
- Developing and maintaining a grant file

- Federal commitment, obligation and expenditures procedures
- Funding the grant
    - Alternative funding methods
    - Grant cost principles
- Monitoring the grant
    - Monitoring through reports
    - On-site evaluations
- Closing out a Federal grant
    - Evaluation of grantee performance
    - The grantee's financial report
    - Accounting for property
    - The final audit
- Refunding a Federal grant

Who May Attend

This course is for Federal, State and local personnel who could benefit from an improved understanding of the grant cycle. It is particularly for professional and technical employees working with grant programs. New or less experienced employees will find this course will significantly speed up their learning of the grant process. It will also be beneficial for employees in lower grades who their agencies wish to move upward into technical or para-professional grant program positions. No grade restriction is set, however, senior or experienced grant officials are discouraged from attending.

How To Make Nominations

Nominations can be made at any time to source E. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

FLOW CHARTING AND ITS APPLICABILITY TO AUDITING

Interagency Auditor Training Center

A 3-day course to be given at the Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014.

Description

This course treats the coverage of flow charting in depth through lectures, discussions and exercises. Audit connotations are explained and illustrated.

Who May Attend

Course is recommended for selected auditors of more than average capabilities who will respond to dynamic and imaginative concepts of GS–9/15 grade level (or equivalent).

How To Make Nominations

Nomination-Registration for Training, Optional Form 37, should be submitted for each nominee to Registrar, Interagency Auditor Training Center, Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014 by no later than 2 weeks prior to the course. For further information, call Registrar, Interagency Auditor Training Center, (301) 495–6351 or IDS Code 179–6351.

GOVERNMENTAL BOOKKEEPING AND ACCOUNTING

Civil Service Commission

A 5-day course offered several times each year in Washington, D.C. and other major U.S. cities.

Description

This elementary course is primarily for participants with little or no prior knowledge of bookkeeping or accounting. Some of the subjects covered are:

(1) debits and credits, the essence of double-entry bookkeeping;

(2) fundamental bookkeeping records;

(3) trial balance, statements of financial position, and statements of operation; and

(4) bookkeeping in the public sector vs. the private sector. Much of the course is devoted to an analysis of individual transactions, the resulting journal entries, and their effect on different accounts.

Who May Attend

There are no grade restrictions for participation; however, the course is primarily for clerks, technicians, interns, and trainees with little or no prior knowledge of bookkeeping or accounting. Participants seeking more advanced training in the subject should consider another course offered by the Commission: Accrual Accounting Procedures in Federal Agencies. Prospective nominees should read announcements for these courses to determine the course best suiting their needs. The Management Sciences Training Center staff may be contacted at 632–5600, or code 101–25600 for further consultation in determining the most suitable course.

How To Make Nominations

Nominations can be made at any time to source E. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

HUMAN RELATIONS FOR AUDITORS

Interagency Auditor Training Center

A 3-day course to be given at the Woodmont Building, 6th Floor, 8120 Woodmont Avenue, Washington, D.C. 20014.

Description

Human Relations for Auditors is designed to provide the auditor with a basic tool for promoting staff morale and productivity. A knowledge of human relations is essential for all auditors concerned with the growing complexity of management problems. The auditor will be able to work effectively with people if he is prepared to think about them in human terms. This course ultimately will introduce action steps for auditors in operating situations in order that better results may be realized in improving his interaction with subordinates, colleagues and superiors.

Who May Attend

This course is recommended for auditors of the GS–13/16 grade level (or equivalent).

How To Make Nominations

Nomination-Registration for Training, Optional Form 37, should be submitted for each nominee to Registrar, Interagency Auditor Training Center, Woodmont Building, 6th Floor, 8120 Woodmont Avenue, Washington, D.C. 20014, not later than two weeks prior to the beginning date of the course. For further information, call Registrar, Interagency Auditor Training Center, (301) 495–6351 or IDS Code 179–6351.

MANAGING FOR AUDITORS

Interagency Auditor Training Center

A 3-day course to be given at the Woodmont Building, 6th Floor, 8120 Woodmont Avenue, Washington, D.C. 20014.

Description

This course has been designed for the Audit Manager and Audit Supervisor who are directly responsible for the conduct of program and management audits. The key phases of the audit—planning, programming, execution, reporting, and follow-up—will be covered in some detail. Each segment of the course will be presented by a highly qualified and experienced professional. The course has been organized to encouraged discussion and exchange of ideas and to enhance participants' effectiveness in performing audits and reviews of Federal programs and operations.

Who May Attend

This course is recommended for the audit manager and supervisory auditor of the GS–11/14 grade level (or equivalent) who participate in the planning, management, and reporting for management and program audits.

How To Make Nominations

Nomination-Registration for Training, Optional Form 37, should be submitted for each nominee to Registrar, Interagency Auditor Training Center, Woodmont Building, 6th Floor, 8120 Woodmont Avenue, Washington, D.C. 20014, not later than two weeks prior to the beginning date of the course. For further information, call Registrar, Interagency Auditor Training Center, (301) 495-6351 or IDS Code 179-6351.

OPERATIONAL AUDITING

Interagency Auditor Training Center

A 2-day course to be given at the Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014.

Description

This course is designed to enable the auditor to quickly discover major trouble areas and develop appropriate recommendations. These ultra-modern managerial audit techniques help meet the problem of insufficient qualified audit personnel and enable the auditor to ascend above the inconsequential to discern major managerial problems and pertinent corrective measures. Case problems and exercises are used to reinforce and illustrate this ultra-modern managerial-type audit. Coverage includes:

Theory and Applicability of Operational Audits
Risks Involved
Productivity of Audit
Elements of Audit Approach
Application of Theory
Areas of Emphasis
Case Problems and Exercises

Who May Attend

Course is recommended for the progressive and imaginative Government auditor of the GS-9/15 grade level (or equivalent).

How To Make Nominations

Nomination-Registration for Training, Optional Form 37, should be submitted for each nominee to Registrar, Interagency Auditor Training Center, Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014, not later than 2 weeks prior to the beginning date of the course. For further information, call

Registrar, Interagency Auditor Training Center, (301) 495-6351 or IDS Code 179-6351.

PRACTICE PROBLEMS IN GOVERNMENT ACCOUNTING

Civil Service Commission

Classes are held one day each week for eight weeks with homework assignments between each class session. This course is offered several times each year in Washington, D.C.

Description

The primary course objective is to provide participants with intermediate-level training in Federal Government accounting. To achieve the objective, participants are required to maintain a set of accounting "books" totally oriented to Federal Government accounting. The course is specifically designed to correspond to the "practice set" typically required of students in commercial bookkeeping and accounting courses. The course places heavy emphasis on realism. Accordingly, extensive use is made of standard forms and records utilized by most agencies. All transactions to be processed are based on actual transactions that were obtained from representative agencies.

The course is structured around the scenario approach. The student plays the role of a new accountant who is to be exposed to all phases of accounting as part of his career training. He will variously assume such roles as voucher auditor, general ledger technician, payroll technician, etc.

The course is divided into eight lessons, each of which is devoted to a major area of Federal Government accounting. Homework assignments must be completed by the student in conjunction with each lesson. The time required to complete these outside assignments will average 5-6 hours each week.

The major subject areas covered in the course include the following:

- Appropriations, apportionments, and allotments
- Obligations and cash expenditures
- Accrual accounting
- Travel advances—making and application

- Reimbursements—billings and collections
- Payroll accounting
- Property transactions and unfunded costs
- Financial statement preparation and year-end closing procedures

Each participant will maintain a complete set of books, including:

- General journal
- General ledger
- Allotment ledger
- Object class ledger
- Cost ledger

The complete accounting cycle will be covered and considerable use will be made of facsimile documents such as purchase orders and invoices.

During the course, participants will receive instruction (and homework assignments) concerning preparation of the following external and management reports:

- SF 132
- SF 133
- SF 224
- SF 225
- BA 6727
- BA 6728
- Cost reports, e.g., cost centers, functions
- Status of Allotment reports

Trial balances will also be prepared as a routine task associated with each lesson.

Who May Attend

The course is mainly intended to meet the needs of two particular groups:

- Federal personnel whose work is associated with some type of accounting activity, e.g., voucher audit, and who have previously had an introductory bookkeeping or accounting course

- Federal managerial personnel who may be unfamiliar with basic accounting principles but whose managerial responsibilities in the financial management area involve some contact with accounting systems and GAO and OMB requirements

Personnel in the first group not having adequate knowledge of elementary bookkeeping, e.g., debits and credits, journals and ledgers, statement preparation, are advised to enroll in the Center's five-day workshop in governmental bookkeeping and accounting before taking this course.

Enrollment of personnel in the second group will be accepted although they may be handicapped by their lack of primary accounting education. However, such personnel can expect to receive an excellent orientation and overview of the Federal Government accounting process and related problems.

How To Make Nominations

Nominations can be made at any time to source E. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

The nominee's qualifications for participation should be shown in Block 11 of the Nomination for Interagency Training (Optional Form 37). For example, "Nominee's experience qualifies him for participation", "Nominee completed one year of bookkeeping in high school", "Nominee completed three semester hours of accounting in college", or "Nominee attended the (date) offering of governmental bookkeeping and accounting."

SEMINAR FOR AUDIT MANAGERS

Interagency Auditor Training Center

A 2-day seminar to be given at the Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014.

Description

This course has been designed for the top level Audit Manager, his Deputy or Key Assistants to increase their effectiveness not only through lectures but also through discussions of problems of direct and immediate concern to them. Selected areas for group analysis include:

1. Overall Planning and Control
2. Organization of the Audit Staff
3. Staff Management
4. Increasing Management Recognition

Each segment of the seminar will be conducted by a well-known "pragmatist" who has proven and tested his theories in the realities of the working world. Come and find out how exchanging ideas will stimulate and expand your own approaches to your problems.

Who May Attend

The seminar is recommended for supervisory auditors who manage, or assist in the management of their respective audit offices. Enrollees should be thoroughly conversant with their office organizational structures and functions, manuals, audit tools, policies and reporting principles.

How To Make Nominations

Nomination-Registration for Training, Optional Form 37, should be submitted for each nominee to Registrar, Interagency Auditor Training Center, Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014. For further information, call Registrar, Interagency Auditor Training Center, (301) 495-6351 or IDS Code 179-6351.

SEMI-SENIOR AUDITING

Interagency Auditor Training Center

A 5-day course to be given at the Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014.

Description

This training consists of comprehensive cases covering all aspects of an audit and oriented to semi-senior grade level. Coverage includes:

- **The Audit Assignment**
- **Audit Plans**
- **Survey**
- **Audit Guides**
- **Controls**
- **Findings**
- **Concluding the Audit**

Who May Attend

This course is recommended for the Government auditor of the GS–9/12 level (or the equivalent) who is anxious to qualify for increased responsibilities.

How To Make Nominations

Nomination-Registration for Training, Optional Form 37, should be submitted for each nominee to Registrar, Interagency Auditor Training Center, Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014 not later than 2 weeks prior to the beginning date of the course. For further information, call Registrar, Interagency Auditor Training Center, (301) 495–6351 or IDS Code 179–6351.

SENIOR AND SEMI-SENIOR AUDITING

Interagency Auditor Training Center

A 5-day course to be given at the Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014.

Description

This course consists of lectures, discussions, and exercises on the technical and administrative responsibilities of the senior and semi-senior Government auditor to make the transition to the Senior level. Coverage includes:

- **Financing Federal Programs—An Auditor's View**
- **The Auditor's Relationship With Other Elements of his Organization**
- **Planning, Programing and Scheduling**
  - **Developing the Audit Approach**
  - **Preparing Audit Programs**
  - **Managing the Audit**
- **Internal Audit of an Organizational Entity**
- **Auditing ADP Systems**
- **Use of Statistical Sampling**

Who May Attend

The course is recommended for the progressive Government auditor of above-average potentialities currently in the GS–9/13 grade level (or equivalent).

How To Make Nominations

Nomination-Registration for Training, Optional Form 37, should be submitted for each nominee to Registrar, Interagency Auditor Training Center, Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014 not later than 2 weeks prior to the beginning date of the course. For further information, call Registrar, Interagency Auditor Training Center, (301) 495–6351 or IDS Code 179–6351.

STATISTICAL SAMPLING IN AUDITING I

Interagency Auditor Training Center

A 5-day course to be given at the Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014.

Description

This intensive course presents concepts and procedures on statistical sampling in auditing. These concepts and procedures are reinforced with numerous exercises and case problems. This course will provide the on-the-line auditor and audit manager with working knowledge of the subject, and with a sound basis for certain on-the-job applications and additional specialized training. Coverage includes:

- **Orientation**
- **Basic Concepts**
- **Random Selection Procedures**
- **Sampling for Different Purpose**
- **Determining Size of Samples**
- **Estimation Methods**
- **Evaluation of Sampling Results**
- **Point vs. Interval Estimates**
- **Non-Sampling Errors**

Who May Attend

Course is recommended for selected auditors of GS–9/15 grade level (or equivalent) who have need for knowledge on the subject. A mathematical background is not required, however, enrollees should be capable of mastering new subjects quickly.

How To Make Nominations

Nomination-Registration for Training, Optional Form 37, should be submitted for each nominee to Registrar, Interagency Auditor Training Center, Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014, not later than 2 weeks prior to beginning of course. For further information call Registrar, Interagency Auditor Training Center, (301) 495–6351 or IDS Code 179–6351.

STATISTICAL SAMPLING IN AUDITING II

Interagency Auditor Training Center

A 5-day course to be given at the Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014.

Description

The course consists of practical exercises and case problems on selection of samples, mechanics of sampling, determination of sample sizes and appraisal of sample results. Sophisticated methods are also introduced and explained. Coverage includes:

- **Refresher of Basic Probability Sampling Audit Concepts**
- **Case Studies Covering Application of Wide Variety of Probability**
- **Sampling Problems—Cluster Sampling; Stratified Sampling; and Other Techniques**
- **Summarization**

Who May Attend

Course is recommended for selected auditors of GS-9/15 grade level (or equivalent) who have need of this knowledge. Enrollees should have completed Statistical Sampling in Auditing I or the equivalent.

How To Make Nominations

Nomination-Registration for Training, Optional Form 37, should be submitted for each nominee to Registrar, Interagency Auditor Training Center, Woodmont Building, 6th Floor, 8120 Woodmont Ave., Washington, D.C. 20014, not later than 2 weeks prior to the beginning date of the course. For further information, call Registrar, Interagency Auditor Training Center, (301) 495-6351 or IDS Code 179-6351.

CONTRACT LIAISON FOR THE SCIENTIST AND ENGINEER

Civil Service Commission

A 3-day program offered as needed at the Civil Service Commission, 1900 E Street NW.

Description

Substantial controversies measuring into multimillion dollars yearly result from an inadequate knowledge of government procurement processes which in turn result in a lack of adequate coordination among scientists, their contracting officers and the contractors. This program is designed to allow the scientist or engineer who is responsible for the technical aspects of a contract to better communicate with his organization's contracting officer through improved understanding of contracts and contracting. Topics to be discussed include: procurement responsibility and authority as it pertains to laws and implementations, the contracting officer and his representatives, the principal of agency and the technical role. The procurement process which includes, program planning and funding authorities; the request for proposal (scope of work—purposes, content, and impact); and miscellaneous matters of concern such as competition vs sole source, evaluation of proposal, approval and determinations required, and the characteristics of a contract; the award and on-going process including technical surveillance and coordination, technical and administrative changes, allowable cost and limitation thereof, rights in technical data, and a follow-on plan.

Who May Attend

This seminar is open to all scientists, engineers, and scientific administrators interested in improving their contracting knowledge.

How To Make Nominations

Nominations can be made at any time to source C. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

CONTRACTING BY FORMAL ADVERTISING

General Services Administration

A 5-day program, scheduled periodically in Arlington, Va., and in other centers of Federal population.

Description

Basic Government procurement law provides that all contracts for property and services, with certain stated exceptions, be made by formal advertising. This course will assist Federal agencies to: (1) Procure personal property and non-personal services by use of the formal advertising method. (2) standardize formal advertising procedures, (3) improve relationships between contracting offices and contractors, and (4) comply with legal and regulatory requirements. The course is based primarily on Federal Procurement Regulations (FPR), which are generally compatible with the Armed Services Procurement Regulations (ASPR). Major topics to be covered are: Preparation of invitation-prescribed and optional forms and "tailoring" the invitation; publicizing the invitation-mailing, public display, newspaper advertising, and Department of Commerce synopsis; submission of bids-responsiveness, late bids, rejections, and mistakes; awarding the contract-responsible prospective contractor, discounts, equal low bids, and progressive awards.

Case studies and discussion will focus attention on recurring problems and furnish assistance in preventing or resolving such problems. Special emphasis will be devoted to situations involving late bids, responsiveness of bids and mistakes in bids.

Who May Attend

This course is designed for Federal employees in procurement positions or in training for procurement positions. Personnel who have taken the GSA course in Small Purchases will find that this course will broaden their procurement skills. Participation is open to employees in grades GS-7 and above, or equivalent.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Chief, Training Branch (FAAT), General Services Administration, Federal Supply Service, Room 1024 Crystal Mall Building #4, Washington, D.C. 20406, using Optional form 37, Nomination for Interagency Training. A brief description of the nominee's duties should be included in item 11 of the OF 37. Nominations will close 1 month before the course begins.

Other Information

Agencies may obtain additional information by calling area code 703–557–8474, or code 16, extension 78474.

COST AND PRICE ANALYSIS

Civil Service Commission

A 10-day course, scheduled periodically at the Civil Service Commission, 1900 E Street, NW.

Description

Agencies of government spend vast amounts of public funds through negotiated or competitive contracts each year. Decisions on contracts involve many agency personnel who need to be well-versed in the techniques of price and cost analysis to insure that public funds yield the greatest return for the dollars spent. This course provides agency personnel a clear understanding of cost analysis, cost estimating, and cost accounting techniques which will improve their ability to get a contract which will yield the highest return for their agency's expenditure. The course covers: 1) the role of competition in developing fair and reasonable prices; 2) price and cost analysis techniques; 3) cost estimating techniques; 4) value engineering; 5) analysis of pricing arrangement by contract type; 6) principles of allowability; 7) general cost accounting principles; 8) fixed, variable, and semi-variable costs; 9) analysis of direct materials, labor, engineering, overhead costs and G and A profit; and 10) use of learning curves for labor and engineering cost analysis.

Who May Attend

This course is open to all Federal, State and local employees without grade restriction. The following occupational groups could benefit from this course:

- —procurement and contracting specialists
- —cost and price analysts
- —scientists and engineers in laboratory and procurement organizations
- —systems and project managers
- —accountants and auditors
- —production specialists

How To Make Nominations

Nominations can be made at any time to source E. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

ECONOMIC ORDER QUANTITY TECHNIQUES

General Services Administration

A 3-day course scheduled periodically in Arlington, Va., and other centers of Federal population.

Description

This course is designed to assist agencies in complying with the requirements of the Federal Property Management Regulations (FPMR) pertaining to inventory management, and will enable agencies to apply modern inventory methods in their supply systems. The course focuses on a detailed presentation of techniques employed in implementing Economic Order Quantity (EOQ) principles and practices to enable each participant to effect practical application in his agency. Among the topics to be discussed are: Criteria for stockage, measures of supply effectiveness, mechanics of the inventory control system, predicting and forecasting demand, safety stock, economic purchase quantity, and low-dollar value control techniques.

Who May Attend

The course is designed primarily for management and operating supply personnel whose duties require a basic knowledge of economic order quantity techniques. Nominees for this course must have taken the course "Inventory Control of Supplies and Materials." EOQ techniques involve the application of mathematics to inventory management, and some of the inventory management decisions have been reduced to formulas, some very simple. These formulas are discussed and applied in the course; and it is desirable, therefore, that nominees have a knowledge of high school mathematics.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Chief, Training Branch (FAAT), General Services Administration, Federal Supply Service, Room 1024 Crystal Mall Building #4, Washington, D.C. 20406, using Optional form 37, Nomination for Interagency Training. A brief description of the nominee's duties should be included in item 11 of the OF 37. Nominations will close 1 month before the course begins.

Other Information

Agencies may obtain additional information by calling area code 703–557–8474, or code 16, extension 78474.

EFFECTIVE ADMINISTRATION OF THE CONTRACT FOR MARGINALLY PUNCHED CONTINUOUS FORMS

U.S. Government Printing Office

A program held in January on 3 successive days from 9 a.m. to 4 p.m. at the U.S. Government Printing Office, 732 North Capitol Street (at H) NW., Washington, D.C. 20401.

Description

The class will study the Contract for Marginally Punched Continuous Forms and will cover such topics as: (*a*) Who must and who may use the contract; (*b*) Which orders fit the contract; (*c*) How to use GPO form 1026a; (*d*) How to place orders; (*e*) Planning within printing limitations; (*f*) General do's and don't's: Training techniques will include lectures, question and answer periods, and workshop problems.

Who May Attend

The course is conducted for authorized personnel engaged in the preparation of specifications, pricing, and procurement of forms under the Contract for Marginally Punched Continuous Forms.

How To Make Nominations

Nominations should be submitted by authorized agency representatives, by letter, to Manager, Printing Procurement Department, Room C–883, U.S. Government Printing Office, Washington, D.C. 20401. Applications should include the following information: Department or bureau, name title, and grade level. The telephone number of the person to be notified of acceptance is also requested. Nominees will be accepted in the order in which they are received. Notification by telephone as to acceptance and specific dates will be made at least 2 weeks prior to the start of each course.

Other Information

There is no cost to agencies. Each class will be limited to about 45 persons. Further information may be obtained by calling the Superintendent, Commercial Printing Specifications Division, Telephone: Area Code 202, 541–3351 (Government dial code 149), extension 351.

GOVERNMENT CONTRACT ADMINISTRATION

General Services Administration

A 5-day course scheduled periodically in Arlington, Va., and other centers of Federal population.

Description

This course is designed to assist Federal agencies in: Obtaining maximum compliance by the contractor with contract terms during performance, recognizing the occurrence of situations during performance which may lead to claims by the contractor, protecting the public interest by prompt and fair settlement of problems which arise during performance, determining whether increased costs of contract performance should be borne by the contractor or the Government, and negotiating equitable adjustments when the Government has agreed to bear risk in contract performance. The course will include: A detailed analysis of the obligations which the contractor and the Government assume under the standard form Government contract; the major events which may occur during contract performance, such as changes, changes in Government-furnished property, delays, defective specifications, and inspection problems; techniques for pricing the "equitable adjustment"; methods for processing findings, determinations, and appeals under the Disputes Clause; distinctions between claims under the contract and claims for breach of contract; techniques for obtaining compliance with contract delivery schedules; default clause procedures, difficulties encountered in cost reimbursement or payment of contractors; and post-performance aspects of contract administration, such as enforcement of warranty provisions, product liability, or examination of contractor's records.

Who May Attend

This course is designed for procurement officers, contracting officers, contract administrators, and other personnel involved in the procurement, preparation, and administration of Federal contracts for supplies and services. Participation is open to employees in grades GS–9 and above, or equivalent.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Chief, Training Branch (FAAT), General Services Administration, Federal Supply Service, Boom 1024 Crystal Mall Building #4, Washington, D.C. 20406, using Optional form 37, Nomination for Interagency Training. A brief description of the nominee's duties should be included in item 11 of the OF 37. Nominations will close 1 month before the course begins.

Other Information

Agencies may obtain additional information by calling area code 703, 557–8474 or code 16, extension 78474.

GOVERNMENT CONTRACT NEGOTIATIONS

General Services Administration

A 5-day course scheduled periodically in Arlington, Va., and other centers of Federal populations.

Description

This course is intended to give procurement personnel an opportunity to expand their knowledge and exchange ideas in the field of contract negotiation. It is based primarily on Federal Procurement Regulations (FPR), and supplements the courses "Contracting By Formal Advertising" and "Government Contract Administration." Major topics covered are: Procurement planning, methods of procurement, techniques and procedures in negotiation, evaluation of proposals, conduct of the negotiation, and technical assistance in conducting the negotiation. Case studies and discussion focus attention on recurring problems and furnish assistance in preventing or resolving such problems. Special emphasis is devoted to situations involving human factors in negotiation, negotiation techniques, price and cost analysis, administrative policy, legal requirements, and contract award and administration.

Who May Attend

This course is designed for procurement officers, contracting officers, contract administrators, and other personnel engaged in the procurement, preparation, and administration of Federal contracts. Participation is open to employees in grades GS–9 and above, or equivalent.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Chief, Training Branch (FAAT), General Services Administration, Federal Supply Service, Room 1024 Crystal Mall Building #4, Washington, D.C. 20406, using Optional form 37, Nomination for Interagency Training. A brief description of the nominee's duties should be included in item 11 of the OF 37. Nominations will close 1 month before the course begins.

Other Information

Agencies may obtain additional information by calling area code 703–557–8474, or code 16, extension 78474.

INVENTORY CONTROL OF SUPPLIES AND MATERIALS

General Services Administration

A 2-day course scheduled periodically in Arlington, Va., and other centers of Federal population.

Description

This course is designed to assist agencies in anticipating inventory needs and avoiding overstocking or running out of stock. It aids in the establishment and maintenance of a satisfactory balance of customer service, inventory management and control, and operating costs. Through lectures, practice exercises, and discussion, the course stresses principles, techniques, and guidelines under the following topics: Requirements determination, storage criteria, stock levels, when to order, reviewing for excess, and basic ADP applications.

Who May Attend

The course is primarily for operating personnel responsible for maintaining inventories of supplies and materials. Special consideration will be given to personnel from agencies maintaining storerooms that serve consumers. Supervisors and managers interested in reviewing the basic elements of inventory management are eligible to attend. Management and operating officials who plan to take the 3-day course "Economic Order Quantity Techniques" which follows are required to take this basic course.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Chief, Training Branch (FAAT), General Services Administration, Federal Supply Service, Room 1024 Crystal Mall Building #4, Washington, D.C. 20406, using Optional form 37, Nomination for Interagency Training. A brief description of the nominee's duties should be included in item 11 of the OF 37. Nominations will close 1 month before the course begins.

Other Information

Agencies may obtain additional information by calling area code 703–557–8474, or code 16, extension 78474.

PUBLIC UTILITIES SERVICE PROCUREMENT

General Services Administration

A 3-day seminar scheduled periodically in Washington, D.C. and other centers of Federal population.

Description

This seminar is designed to give management and technical guidance to Federal agencies in their procurement of electric, gas, steam, water and sewer services. It treats the specialized areas of utilities procurement as well as some applications of the services, and is intended to supplement basic training experience.

Major discussion topics are: Regulations, policies, and procedures of civilian and military agencies for public utilities procurement and management; the art, techniques, responsibilities, and steps in negotiation of utilities contracts; characteristics of effective administration of utilities contracts; periodic review of suitability and sufficiency of contracts and performance; responsibilities and guidelines for electric and gas rate selection and application utilities costs cutting by applying proven methods and creative ideas in procurement and utilization; and planned development of the internal capability of Federal agencies to handle specialized utilities problems.

Who May Attend

This seminar is open to procurement officers, contracting officers, contract administrators, and other personnel engaged in public utilities service procurement. Participation is limited to employees in grades GS–12 and above, especially well-qualified candidates at grades GS–9 thru GS–11, and commissioned and noncommissioned officers of the military services.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Director, Rates and Tariff Division, Transportation and Communications Service, General Services Administration, Washington, D.C. 20405, using Optional form 37 (Rev.), Nomination for Interagency Training. A brief description of the nominee's duties should be included in item 11 of the OF 37.

Other Information

No cost to agencies. Agencies may obtain additional information by calling area code 202, 254-6404, or code 193, extension 6404.

SMALL PURCHASES

General Services Administration

A 5-day course scheduled periodically in Arlington, Va., and other centers of Federal population.

Description

The administrative costs of making, controlling, and paying for small purchases often exceed the value of the items being procured. The purpose of this course is to encourage Federal agencies to reduce costs through the use of: (1) Improved methods for making small purchases (2) careful analysis of each requirement; and (3) utilization of appropriate simplified purchase techniques. The course is based primarily on Federal Procurement Regulations (FPR), with reference to the Armed Services Procurement Regulations (ASPR) where appropriate. It includes lecture-discussions and case studies, and emphasizes the application of the following authorized small purchase techniques; Blanket purchase arrangements, imprest funds, purchase order forms (SF 44 and 147), oral purchases, and unpriced purchase orders. The following related topics are also covered: Preliminary purchase conditions, solicitation of quotations, limitations, and vendor and inhouse relationships.

Who May Attend

The course is designed for all Federal employees engaged in small purchases and related procurement operations, or in training for assignment in the procurement field.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Chief, Training Branch (FAAT), General Services Administration, Federal Supply Service, Room 1024 Crystal Mall Building #4, Washington, D.C. 20406, using Optional form 37, Nomination for Interagency Training. A brief description of the nominee's duties should be included in item 11 of the OF 37. Nominations will close 1 month before the course begins.

Other Information

Agencies may obtain additional information by calling area code 703-557-8474, or code 16, extension 78474.

STORAGE AND MATERIALS HANDLING

General Services Administration

A 5-day course scheduled periodically in Arlington, Va.

Description

The purpose of this course is to assist Federal agencies in: Utilizing storage facilities by better planning and layout of space to accommodate materials essential to mission; employing equipment to assure smooth flow of materials in and out of inventory; and achieving optimum use of manpower, equipment, and facilities involved in storage operations. The course will develop a knowledge of current warehousing principles, methods, and techniques, and relate their application to the maintenance or improvement of operations. It will provide opportunity for participants to discuss and solve problems relating to: Space types and requirements computations, planning space layouts and storage plans, materials handling equipment, storage locations and locator systems, safety and protection of personnel.

Who May Attend

The course is intended for Federal employees at the operating level and the first level of supervision. Management personnel who seek a review of storage and materials handling principles, methods, and techniques, and employees in training for positions in this field are eligible to attend.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Chief, Training Branch (FAAT), General Services Administration, Federal Supply Service, Room 1024 Crystal Mall Building #4, Washington, D.C. 20406, using Optional form 37, Nomination for Interagency Training. A brief description of the nominee's duties should be included in item 11 of the OF 37. Nominations will close 1 month before the course begins.

Other Information

Agencies may obtain additional information by calling area code 703-557-8474, or code 16, extension 78474.

Information Systems and Quantitative Techniques

BASIC DATA ANALYSIS

Civil Service Commission

A 3-day program conducted several times a year in Washington, D.C.

Description

This course provides an introduction and review of basic mathematics and statistics for the layman. It familiarizes the non-mathematician with the mathematical and statistical elements used in quantitative analysis. Among the subjects covered are: (1) language of sets (part of the "New Math"); (2) basic algebraic operations; (3) mathematical notation; (4) notation of a function; (5) mathematical models and sampling techniques; and (6) the use of quantitative techniques in management.

Who May Attend

This course is intended for Federal, State, and local government employees who are involved in program management or analysis, who need a review of basic mathematics, and who are considering course work in other analytic techniques such as linear programing, statistics, or regression analysis. There are no grade level restrictions.

How To Make Nominations

Nominations can be made at any time to source E. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

DESIGN OF A MANAGEMENT INFORMATION SYSTEM

Civil Service Commission

A 4-day program to be conducted two times per year at the Civil Service Commission, 1900 E Street NW. The workshop will meet in two 2-day sessions during two consecutive weeks to allow for adequate time for homework and special assignments.

Description

This program will focus on the actual design of an information system, rather than on the theoretical elements involved. Participants will be assigned to work teams who will be responsible for designing and presenting a briefing on their chosen system to the class. Evaluations of each system will be conducted by a panel of experts. The workshop will cover such topics as (*a*) documentation; (*b*) report design and audit; (*c*) file structure; (*d*) classification and coding; (*e*) computer elements; (*f*) planning, controlling, cost estimating, and evaluating management information systems.

Who May Attend

This program is intended primarily for persons having responsibility for any one or more key elements of information systems design within their agencies.

How To Make Nominations

Nominations can be made to source E. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

EXECUTIVE SEMINAR IN STATISTICAL SCIENCE FOR MANAGEMENT

Civil Service Commission

A 3-day program to be conducted two times per year at the Civil Service Commission, 1900 E Street NW.

Description

This seminar examines and discusses useful principles and actual and potential applications of statistical science in executive decision making. Extensive use will be made of case studies, lectures, and seminar discussions on practical and frequently used statistical principles and techniques in Government operations. Specific subjects treated will be: (*a*) the modern definition of the Science of Statistics; (*b*) approaches to quantifying management and operational problems; (*c*) some basic statistical principles and concepts including elements of probability and risk; (*d*) Sampling—with specific applications in fact-finding for inventory, cost estimation, legislation, etc.; (*e*) Quality Control—with specific applications in management control system; (*f*) Correlation Analysis—with specific applications in forecasting and cost analysis; (*g*) pitfalls and misuses of statistical techniques; and (*h*) advantages of Statistical Science to management.

Who May Attend

Career employees in management and staff positions are eligible to attend.

How To Make Nominations

Nominations can be made at any time to source E. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

INFORMATION SYSTEMS DESIGN

General Services Administration

A 5-day workshop scheduled to meet agency demand.

Description

This workshop is designed to acquaint management analysts with methods for designing a large information system. It covers the various steps of systems design, identification of information requirements, organization of data, network analysis, input and output methods, preparing systems proposals and specifications, testing, and measuring benefits. Participants work in groups to solve the problems of a fictional transit agency. When the workshop is conducted within an agency, participants consider actual problems of their agency.

Who May Attend

Management analysts involved in designing information systems. Prior participation in the Modernizing Management Reports Workshop is desirable.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Workshop Director, National Archives and Records Service (NRP), General Services Administration, Washington, D.C. 20408, using Optional Form 37, Nomination for Interagency Training.

Other Information

Agencies may obtain additional information by calling area code 202, 963–4154, or code 13, extension 34154.

MANAGEMENT INFORMATION THEORY AND PRACTICE

Civil Service Commission

A 3-day seminar to be conducted two times per year at the Civil Service Commission, 1900 E Street NW.

Description

This three-day program covers major concepts and theories of management information, selective examples of operating agency systems, and interagency/intergovernmental developments and trends toward common-data needs systems. The program is designed to increase knowledge and understanding of theories and practical uses of management information systems in government. Among the areas to be covered in formal presentations and group discussions by practitioners in the field are: (1) Definitions, scope, objectives, and essential structure of management information systems; (2) Examples of specialized agency systems serving management in such fields as social programs, crime management, urban planning, and program management; and (3) trends and developments toward cooperation in collecting, processing, storing, and distributing information among communities of users.

Who May Attend

This program is intended for persons in management or staff positions having general or special responsibility for agency information systems.

How To Make Nominations

Nominations can be made to source E. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

MANAGEMENT USE OF FINANCIAL INFORMATION

Civil Service Commission

A 3-day program offered once each quarter.

Description

This course is primarily for the non-accountant in a managerial position. The course will acquaint the manager with financial information which is either presently or potentially available to him, so that he can use financial information for making decisions, establishing standards for performance, and evaluating performance. The workshop will permit the program or project manager to work in concert with the accountants in obtaining and using useful and meaningful accounting data to accomplish cost reduction, cost control, and over-all program efficiency.

Who May Attend

Participation will be limited to 30 managers. Persons nominated should hold positions which include significant responsibilities for managerial decisions, or alternatively, be in staff positions where insight into the use of financial information in management decisions and control will enhance their performance.

How To Make Nominations

Nominations can be made at any time to source E. See page vi. Contact your Training Office for course announcement

and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

MATHEMATICS FOR MANAGEMENT

Civil Service Commission

An 8-week program scheduled two times per year at the U.S. Civil Service Commission, 1900 E Street NW. The class will meet 1 day each week for 7 weeks and on 3 consecutive days during the eighth week. Two 3-hour units of instruction will be covered each day from 9 a.m. to 12 noon and from 1 p.m. to 4 p.m. for a total of 60 classroom hours.

Description

This program provides a practical survey of mathematics, statistics, probability, and of applications of modern analytical techniques. It covers such topics as real numbers and their uses; elementary algebraic functions; analytical geometry; elementary calculus; algebra of logic; elementary probability; inference-making; statistical methods; mathematical programming; simulation; probability models; and network techniques. Three specially prepared texts will be issued to each participant and will be used as the basic course material. Homework assignments will be made following each session to reinforce classroom instruction. At the conclusion of the course, participants will have sufficient understanding of the essential elements of mathematics to:

(1) recognize problems amenable to mathematical-statistical approaches;

(2) interpret and evaluate mathematical-statistical approaches;

(3) communicate with specialists and management about quantitative matters; and

(4) comprehend and utilize quantitatively oriented reports and materials.

Who May Attend

Government careerists requiring a practical knowledge of mathematics are eligible for nomination to this program. An understanding of basic algebra either brought to the program or gained through class and home study, will serve as a basis for much of the mathematics presented. Preference will be given to those participants whose work requires a practical knowledge of mathematics, statistics, and analytical techniques.

How To Make Nominations

Nominations can be made to source E. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

MECHANIZING PAPERWORK SYSTEMS

General Services Administration

A 4-day workshop scheduled to meet agency demand.

Description

A workshop designed to help in the mechanization of paperwork systems. Focus is on the use of automation, but the workshop includes the use of mechanical tools when automation is not justified. Participants determine how to locate potential areas for mechanization in their own offices and how to develop improvements.

Who May Attend

Management analysts, supervisors, and others who are involved in mechanizing paperwork system.

How To Make Nominations

Nomination should be submitted through employee development officers to the Workshop Director, National Archives and Records Service (NRP), General Services Administration, Washington, D.C. 20408, using Optional Form 37, Nomination for Interagency Training.

Other Information

Agencies may obtain additional information by calling area code 202, 963–4154, or code 13, extension 34154.

MODERNIZING MANAGEMENT REPORTS

General Services Administration

Five ½-day sessions, scheduled to meet agency demand.

Description

This workshop deals with the continuing need for better management information and reporting. It focuses on management information requirements; demonstrates and develops ways to get the right information, at the right time, with the clearest possible communication; and uses case histories to illustrate application of the workshop techniques. Participants, working in groups, consider real or theoretical problems of their agencies.

Who May Attend

Personnel who deal with and have a need for use of management information and reporting. Groups of four registrants from a single agency provide the most effective group pattern to study practical problems.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Workshop Director, National Archives and Records Service (NRP), General Services Administration, Washington, D.C. 20408, using Optional Form 37, Nomination for Interagency Training.

Other Information

Agencies may obtain additional information by calling area code 202, 963–4154, or code 13, extension 34154.

OPERATIONS RESEARCH ORIENTATION

Civil Service Commission

A 3-day program to be conducted two times per year at the Civil Service Commission, 1900 E Street NW.

Description

This program provides a general overview of the classes of techniques of analysis known as Operations Research/Systems Analysis. Emphasis is placed on the role of the analyst in supporting management decision making through quantitative analyses. Subjects include: basic concept of operations research; methodology used; and principal and commonly used techniques of Operations Research/Systems Analysis. Knowledgeable and experienced practitioners from government, industry, and universities will constitute the faculty for this program. At the conclusion of the orientation, participants should be able to: (1) appreciate more fully the role of quantitative analysis as an information-producing set of techniques; (2) understand the major steps involved in the application of methods and techniques; (3) recognize more clearly the roles of individuals responsible for contributing informational inputs to management; and (4) communicate more effectively through an increased knowledge of terminology and meanings. A followup program, Techniques and Methods of Operations Research Workshop, is offered for those persons seeking more detailed understanding of the mathematical-statistical elements involved.

Who May Attend

This program is open to Government employees, GS-5 and above or equivalent. It is particularly directed at persons whose present or projected assignments require a knowledge of operations research and related quantitative approaches.

How To Make Nominations

Nominations can be made to source E. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

RANDOM SAMPLING IN GOVERNMENT OPERATIONS

Civil Service Commission

A 3-day program offered 4 times per year at the Civil Service Commission, Washington, D.C.

Description

This course provides: (1) familiarization to random sampling techniques; (2) demonstrations of these techniques and the cost savings and regular reduction reliability which can be achieved by their applications; and (3) opportunity to discuss the uses of random sampling techniques in many varied Governmental situations. Topics covered are: Principles of sampling; sampling as a short cut to fact finding; determining the universe and sample size; estimating samples; and analyzing the results of the sample.

Who May Attend

This program is open to any career employee who would benefit from a familiarity with and appreciation for random sampling as a means for obtaining useful information. It is particularily recommended for contract officers, management analysts, financial managers, personnel specialists, and other professionals who are users of statistical products.

How To Make Nominations

Nominations can be made at any time to source E. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

RECORDS DISPOSITION

General Services Administration

A 1-day workshop scheduled to meet agency needs.

Description

A workshop concerned with the major practices, procedures, and programs related to effective records disposition. It deals with the operation of an efficient records disposition program, preparation of records control schedules, identification of permanent records, use and function of Federal Records Centers, and the relationship of records disposition to other records management programs.

Who May Attend

Any person whose duties include responsibility for control and disposition of records.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Workshop Director, National Archives and Records Service (NRP), General Services Administration, Washington, D.C. 20408, using Optional Form 37, Nomination for Interagency Training.

Other Information

Agencies may obtain additional information by calling area code 202, 963–4154, or code 13, extension 34154.

RECORDS MAINTENANCE AND DISPOSITION

General Services Administration

A 5-day workshop scheduled to meet agency demand.

Description

This workshop is designed to cover only the maintenance and disposition subjects listed in the Records Management Workshop, with emphasis on the following specific areas of records management: managing records, files operations, subject classification, records inventorying and scheduling, records storage (includes a tour of the Washington National Records Center), vital records protection, mail management, office information retrieval, conducting a records systems study, and the *do's* and *don't's* of a successful record program. It also includes a discussion session of the principles covered during the week.

Who May Attend

The workshop is designed for records liaison officers, records supervisors, management technicians, and other personnel engaged in or having responsibility for one or more of the functions listed. (Individuals should not attend both this workshop and the Records Disposition Workshop).

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Workshop Director, National Archives and Records Service (NRP), General Services Administration, Washington, D.C. 20408, using Optional Form 37, Nomination for Interagency Training.

Other Information

Agencies may obtain additional information by calling area code 202, 963–4154, or code 13, extension 34154.

RECORDS MANAGEMENT

General Services Administration

A 2-week workshop scheduled periodically to meet agency demands.

Description

This workshop is designed to provide a broad perspective of the scope and objectives of records management as a whole. The principle topics analyzed through lectures and discussions are: managing records, correspondence, directives, reports, forms, and mail; records scheduling; records disposition; office machine selection and utilization; source data automation; clerical work measurement; vital records handling; information retrieval developments; conducting a total records systems study; and the *do's* and *don't's* of an effective records management program.

Who May Attend

The workshop is designed for records officers, management analysts, supervisors, and others who have a broad responsibility for management of the program areas listed. (Individuals should not attend both this workshop and the Records Maintenance and Disposition Workshop.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Workshop Director, National Archives and Records Service (NRP), General Services Administration, Washington, D.C. 20408, using Optional Form 37, Nomination for Interagency Training.

Other Information

Agencies may obtain additional information by calling area code 202, 963–4154, or code 13, extension 34154.

STATISTICAL TECHNIQUES FOR ANALYSIS

Civil Service Commission

A 3-day program to be conducted two times per year at the Civil Service Commission, 1900 E Street NW.

Description

This survey course examines basic principles, underlying logic, and practical uses of statistical techniques in analysis. Particular attention is focused on: (a) quantification of problems; (b) probability and risk; (c) sampling; (d) quality control; and (e) correlation and analysis. Lecture and case method approach is used to relate theory to real world applications.

Who May Attend

This program is primarily intended for newly assigned analysts, GS–9 and above (or equivalent) whose work assignments (current or anticipated) involves the use of statistics and who are seeking a practical review of fundamentals.

How To Make Nominations

Nominations can be made to source E. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

SYSTEMS ANALYSIS FOR GOVERNMENT OPERATIONS

Civil Service Commission

A 3-day program conducted 10 times a year in Washington, D.C.

Description

This course accomplishes the following objectives for participants: (1) improves their understanding of systems analysis and its application; (2) prepares them to better identify agency problems susceptible to analysis; (3) improve their knowledge of the various analytic techniques; (4) helps them to deal effectively with questions regarding both the usefulness and limitations of analysis in their agencies; and (5) provides them with sufficient background to expand their knowledge further through outside reading.

Who May Attend

This program is for managers, staff professionals, administrators, and others who want to better understand and use systematic approaches to the problems of their agencies or who work with those using systems analysis.

How To Make Nominations

Nominations can be made at any time to source E. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

TECHNIQUES AND METHODS OF OPERATIONS RESEARCH WORKSHOP

Civil Service Commission

A 4-day program to be held two times each year in Washington, D.C.

Description

The objective of this program is to increase practical understanding of such basic operations research techniques as: inventory theory, replacement theory, queueing theory, simulation, cost-benefit analysis, linear and dynamic programming, and game theory. Lectures, case studies, group discussion, and homework assignments are used extensively throughout this workshop. Upon completion of the program, the participant should be able to: (1) recognize more readily the type and range of operational problems amenable to mathematical approaches; (2) understand more fully the mathematical rules and computational logic employed by Operation Research analysts; and (3) appreciate more the various methods used for recording and analyzing data in mathematical problem solving.

Who May Attend

This program is open to Federal, State, and local government employees. It is particularly directed at persons who perform or will perform quantitative analyses of operations problems for management, or who are responsible for the supervision of such efforts. *The program presumes familiarity with operations research concepts on the part of the participant. An understanding of basic algebra is essential to effective participation and understanding of the practical exercises.*

How To Make Nominations

Nominations can be made to source E. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

Program and Management Analysis

COST BENEFIT WORKSHOP

Civil Service Commission

A 5-day program conducted several times a year in Washington, D.C.

Description

This course provides instruction in the basics of cost benefit analysis, with maximum participation in actual analysis and a minimum amount of philosophy consistent with understanding. Several case exercises are covered during the course. Topics covered are: the setting for analysis; problem formulation and systems identification; the process of analysis; criteria problems and output measures; model building and use; present value, discounting, and other time problems in analysis; cost and benefit identification and calculation; standards for reviewing analysis; and the economics of public program analysis.

Who May Attend

This course for Federal, State, and local government officials who are: (1) beginners in actual analysis involving cost benefit calculations; (2) managers for whom a working knowledge of the techniques of analysis important; (3) program managers; and

(4) those who review cost-benefit studies. There are no grade level restrictions; however, nominees at GS–9 and below (or the equivalent) will be considered on an individual basis.

How To Make Nominations

Nominations can be made at any time to source E. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

COST ESTIMATING TECHNIQUES

Civil Service Commission

A 5-day program conducted several times a year in Washington, D.C.

Description

This course enables managers to develop a good understanding of the techniques that are used in determining costs of future programs. It provides practical methods for problem identification and insights into the application of cost projection techniques. The course also introduces the concepts and methods for identifying the true level of past, present, and future costs for such purposes as budgets, estimates of cost-to-complete programs, manpower needs, operating performance, and control of subcontracted activities.

Who May Attend

This program is for Federal, State, and local government officials who are in positions responsible for or influencing management decisions. There are no grade level restrictions.

How To Make Nominations

Nominations can be made at any time to source E. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

DISCOUNT RATES AND PROCEDURES

Civil Service Commission

A 1-day program conducted 2 times a year in Washington, D.C.

Description

This course achieves the following objectives: (1) to explain why discounting is a reasonable approach to analyzing future program costs and benefits; (2) to provide instruction on how to do it; and (3) to guide participants through actual practice problems and a case study. Participants will feel competent to carry out the provisions of Office of Management and Budget Circular A–94 and to know when to use discounting in the planning, programming, and budegting process.

Who May Attend

This program is for Federal, State, and local government officials involved in program analysis, budget analysis, management analysis, planning, or management of a public program. There are no grade level restrictions.

How To Make Nominations

Nominations can be made to source E. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

ECONOMIC INVESTMENT ANALYSIS

Civil Service Commission

A 4-day course offered seve.al times a year in Washington, D.C.

Description

This program covers the major elements involved in economic investment analysis of Department of Defense projects. Lectures, case studies, and discussion groups cover such topics as: discounted cash flow, cost analysis, treatment of inflation and uncertainty, decision criteria, and preparation and presentation of economic investment analysis. Although cases and examples are drawn from Defense, the principles and techniques are applicable to all government programs using economic analysis.

Who May Attend

Participation is open to civilian and military personnel in the middle or upper levels of management, administration, or budgeting in government.

How To Make Nominations

Nominations can be made at any time to source E. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

ELEMENTS OF MANAGEMENT ANALYSIS

Civil Service Commission

This course will be conducted intermittently in Washington, D.C.

Description

A 5-day course at the most basic level to prepare employees for the more advanced courses in the management analysis series. Among topics to be covered are: management analysis, organization theory, data collecting, basic mathematics and statistics, report writing, and scheduling. This course is recommended for non-professional employees who have demonstrated through diligence, enthusiasm, and efforts at self-development, a potential for advancement into a professional position. Elements of Management Analysis can serve as an entry vehicle to more advanced courses and eventual full professional status as a management analyst.

Who May Attend

Participation is open to employees of any Federal, State, and local, or foreign government who anticipate that they will be doing elementary management analysis work.

How To Make Nominations

Nominations can be made at any time to source E. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

MANAGEMENT ANALYSIS AND REVIEW

Civil Service Commission

A 5-day program conducted several times a year in Washington, D.C.

Description

This course provides an over-all view of the process of management analysis. It gives the new analyst a firm foundation in the management analysis cycle from planning a management analysis study to the report and evaluation of installed management systems. Classroom experience is provided to the participant through a multiphase case study.

Who May Attend

New management analysts, management interns, supervisors and managers who deal with management analysts, and others interested in improved efficiency of management systems are eligible to participate. State and local government analysts are also invited and encouraged to attend. There are no grade level restrictions.

How To Make Nominations

Nominations can be made at any time to source E. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

NETWORK TECHNIQUES FOR PROJECT MANAGEMENT

Civil Service Commission

A 3-day program conducted several times a year in Washington, D.C.

Description

This course is a balance between network techniques and how to use them, and projects and how to manage them. The basic tools of PERT, CPM, and specialized Gantt bar charts will be explained. Topics include a step-by-step approach to project management, the computer and project management, resource allocation and project budgeting, designing a project management organization, and the role of the project manager. Case studies, a film, and several exercises are used to supplement topic discussions in a workshop class format.

Who May Attend

No grade restrictions are enforced except that the nominations of employees at GS-6 and below must be accompanied by a justification. Federal, State, and local employees are eligible.

How To Make Nominations

Nominations can be made at any time to source E. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

PLANNING—PROGRAMMING—BUDGETING WORKSHOP

Civil Service Commission

A 5-day program conducted twice a year in Washington, D.C.

Description

The course leads the participant from a broad view of public finance to a sound understanding of the systems approach to management. It provides the participant an understanding of the philosophy of PPB, particularly the need for projecting agency goals, and a detailed look at significant economic analysis concepts through case-study workshops. These workshops develop an appreciation for this approach to management, instilling an awareness of the strengths and weaknesses of analysis and improving communication between managers and analysts.

Who May Attend

This workshop is for those directly involved in PPB operations such as program and budget personnel, and line and staff managers at upper and middle levels who will be using the system as an aid to decision making. Participation is open to Federal, State, and local government officials. Experience indicates that the course is more valuable for individuals who have experience with policy level management decisions.

How To Make Nominations

Nominations can be made to source E. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

PROGRAM EVALUATION TECHNIQUES I

Civil Service Commission

A 3-day program given intermittently in Washington, D.C.

Description

This course provides a disciplined approach to promoting the understanding and use of the *most basic* evaluation principles for agency management. Upon completion of this course participants should be able to improve statements of plans, accomplishment, and budgetary justification. Such improvements will result from improvement in the nature and quality of the support for these statements.

Who May Attend

This program is intended for Federal, State and local government officials involved in program evaluation, program analysis, planning or management of a public program. There are no grade restrictions.

How To Make Nominations

Nominations can be made at any time to source E. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

PROGRAM EVALUATION TECHNIQUES II

Civil Service Commission

A 3-day program conducted intermittently in Washington, D.C.

Description

The primary objective of this course is to provide inexperienced program evaluators with a structured method for gathering and evaluating evidence of the effectiveness of government programs. It starts with translation of program goals into measurement criteria, proceeds through techniques for data gathering and analysis and culminates in information which when properly interpreted provides a basis for effective management action.

Who May Attend

This course is intended for all Federal, State and local government employees, who are involved in program evaluation, program analysis, planning or management of a public program. There are no grade restrictions. Familiarity with the systems approach to analysis and inferential reasoning is desirable.

How To Make Nominations

Nominations can be made at any time to source E. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

VALUE ANALYSIS FOR MANAGEMENT SYSTEMS

Civil Service Commission

A 6-day program conducted intermittently in Washington, D.C.

Description

A workshop in Value Analysis as applied to systems and procedures (also known as "software" areas). The course instills the know-how for examining management systems to achieve objectives at a lower cost. The rationale behind Value Analysis and the value analysis job plan is presented. A workbook which details concepts and the methodology is provided to each participant. Participants are required to bring a problem from their own agencies to which the value analysis techniques will be applied. Agencies are encouraged to send interdisciplinary "teams" of persons who are familiar with the system, procedure or method which will be worked on in class. At the conclusion of this course, the "team" will have completed or be well along toward the conclusion of their project. Afterwards, each team member will be prepared to apply value analysis to other problem areas in his agency. While "team" participation is encouraged, individual participants will be accepted. The primary requisite is that the "team" or individual participants be knowledgeable about the project which is brought to class for value analysis. When such a knowledgeable interdisciplinary "team" applies the VA methodology on the "live" agency problem, an immediate return on training investment will be realized instead of a training cost.

Who May Attend

Those eligible to participate in VALUE ANALYSIS FOR MANAGEMENT SYSTEMS include management analysts, program managers, personnel specialists, industrial engineers, supervisors of service-producing units, and others concerned with efficient and effective program management. State, local, and foreign government employees are also eligible and encouraged to participate. There are no grade restrictions; however, all nominations are subject to acceptance and confirmation by the Civil Service Commission.

How To Make Nominations

Nominations can be made at any time to source E. See page vi. Contact your Training Office for course announcement

and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

WORK SIMPLIFICATION TECHNIQUES

Civil Service Commission

A 5-day program conducted intermittently in Washington, D.C.

Description

This course provides participants with a working knowledge of the methodology of work simplification. While the primary emphasis of the course is on the methods and techniques used for work simplification the course gives thorough stress on the human aspects of getting results—how to build an organizational climate of positive participation. Topics include: principles of motion economy, basic tools of work simplification (such as work distribution and process flow), job enrichment considerations, anatomy of change, and stimulating creativity and change.

Who May Attend

This course is for managers, technicians, and others who supervise or deal with management analysts as well as new management analysts, employees being prepared for management analysis positions, and management analysts who feel the need for further training. State, local, and foreign government employees are also eligible and encouraged to participate. Although it is not a requirement, a basic understanding of flow charting would be helpful to participants (see Workshop in Process Flow Charting course). There are no grade restrictions; however all nominations are subject to acceptance and confirmation by the Civil Service Commission.

How To Make Nominations

Nominations can be made at any time to source E. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

WORKFORCE ESTIMATING

Civil Service Commission

A 5-day program conducted several times a year in Washington, D.C.

Description

This course examines work measurement and estimating techniques with emphasis on multiple regression analysis, a statistical estimating technique recommended by the Office of Management and Budget. Participants are exposed to various work measuring techniques so that those techniques best suited for their agencies can be identified and implemented. These work measurement and statistical manpower estimating techniques are then related to the overall measurement of productivity.

Who May Attend

Participation is open to all Federal, State, and local government personnel involved in preparing manpower requirements. Participants will find it useful to be acquainted with basic statistical techniques. There are no grade restrictions; however, all nominations are subject to acceptance and confirmation by the Civil Service Commission.

How To Make Nominations

Nominations can be made at any time to source E. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

WORKSHOP IN PROCESS FLOW CHARTING

Civil Service Commission

A 3-day course conducted several times a year in Washington, D.C.

Description

This course will bring participants up to a full professional level of proficiency in process flow charting. The ability to produce accurate and fully documented work process flow charts is a basic skill of the analyst. Using symbolism approved by the American Society of Mechanical Engineers, participants will develop and sharpen their skills with this basic tool for analysis and communication. Topics include: basic symbolism; chart construction; variations of charting; introduction to decision tables as a supplement to charting; using charts in analysis, documentation, presentations, and implementation.

Who May Attend

Managers, technicians, and others who supervise or deal with management analysts as well as new management analysts, employees being prepared for management analysis positions, management analysts who feel the need for further training, are eligible to participate in the Workshop in Process Flow Charting. State, Local, and foreign government employees are also eligible and encouraged to participate. There are no grade restrictions; however, all nominations are subject to acceptance and confirmation by the Civil Service Commission.

How To Make Nominations

Nominations can be made at any time to source E. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

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NOTE: Also see Upward Mobility course listings on page 300 of Index.

ADVANCED EMPLOYEE DEVELOPMENT

Civil Service Commission

A 3-day course to be held annually at the Civil Service Commission training facilities, Washington, D.C.

Description

The course is designed to assist those involved in training and development to meet the demands of today's manpower requirements by:

- Appraising the changing role of the employee development officer and defining and analyzing the significant new and emerging functions and responsibilities.
- Examining major problem areas of continuing concern to employee development officers.
- Analyzing some of the significant developments in teaching methods and strategy.
- Exploring behavioral science findings and their relevance to the employee development field.

Lecture, discussion, case study and workshops will be utilized to obtain involvement and participation.

Who May Attend

Federal, State and local government employees who are personnel specialists, GS–9 through 13 (or equivalent), who have significant responsibilities in employee development and who have had training or experience in the function.

How To Make Nominations

Nominations can be made to source F. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

BASIC EMPLOYEE DEVELOPMENT

Civil Service Commission

A 5-day course to be held twice a year at the Civil Service Commission training facilities, Washington, D.C.

Description

The course is designed to provide each participant with an understanding of the following fundamentals of employee development:

1. Various functions and roles in employee development
2. Basic learning theories and characteristics of the adult learner
3. The training process:
    a. identifying training needs
    b. setting training objectives
    c. selecting training methods and materials
    d. determining resources
    e. conducting learning experiences
    f. evaluating training results
4. Principles and methods of counseling adults
5. Organizing and managing training
6. Developing the underutilized and disadvantaged
7. Trends in the field

The course will include lectures, group discussions, practical exercises, workshops, and outside readings.

Who May Attend

Federal, State and local government employees in GS–5 through 9 (or equivalent) who are beginning or have been selected for careers in employee development.

How To Make Nominations

Nominations can be made to source F. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

DEMONSTRATION WORKSHOP IN VIDEOTAPE TECHNIQUES

Civil Service Commission

A 3-day course to be held twice a year at the Civil Service Commission training facilities, Washington, D.C.

Description

This workshop will provide opportunities for participants to hear and meet experts in the field of instructional television, to exchange ideas with other trainers, to view selected lessons on videotape, and to experience some hands-on activity dealing with lesson planning and presentation via television.

General discussions will concentrate on:

- TV and the Learning Process
- Use and Misuse of TV for Training
- Techniques for Effective Videotape Presentations
- Evaluating the Use of TV in Training

Break-out sessions will include:

- Principles of Visual Communication
- Steps in Developing a Program
- Scriptwriting
- Designing Appropriate Graphics

Who May Attend

Federal, State and local government employees who serve as employee development specialists, instructors, or audio-visual technicians having special interest or responsibility for applying videotape techniques to training.

How To Make Nominations

Nominations can be made to source F. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

INSTRUCTIONAL METHODS WORKSHOP

Civil Service Commission

A 3-day course held annually at the Civil Service Commission training facilities, Washington, D.C.

Description

This workshop is designed to provide skills in (and thorough knowledge about) more advanced training methods. Opportunity will be given each participant, wherever possible, to apply insights and skills in a series of instructional practice sessions, or to observe an in-depth demonstration of each technique.

Among the topics to be covered will be:

- Overview of Instructional Methods
- The Case Method of Instruction
- The Incident Process
- Role Play
- Drama
- Programmed Instruction: Selection and Use
- Simulation: Promoting Participation in Small Groups through Games and Exercises

Who May Attend

Federal, State or local government employees who are training specialists or instructors who have responsibility for instructing or training others to instruct.

How To Make Nominations

Nominations can be made to source F. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

INSTRUCTOR TRAINING

Civil Service Commission

A 10-day course to be held twice a year at the Civil Service Commission training facilities, Washington, D.C.

Description

The course covers principles, methods, and practices of instruction, including: the psychology of learning, preparation of lesson plans, varieties of teaching methods, preparation and use of visual aids, and evaluation of training. A "how-to-do-it" course emphasizing a series of practice instructional sessions for each participant, with oral and written critiques from the group and individual criticism and assistance from the Personnel Management Training Center staff.

Who May Attend

Any Federal, State or local government employee who is responsible for instructing or for training others to instruct.

How To Make Nominations

Nominations can be made to source F. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

MANAGEMENT DEVELOPMENT: PRINCIPLES AND METHODS

Civil Service Commission

A 3-day course held annually at the Civil Service Commission training facilities, Washington, D.C.

Description

Provides employee development officers and others with significant management development responsibilities a framework in which to plan and carry out management development programs through: analysis of the competences required of the modern manager, definition of the role of the employee development officer in facilitating the development of such competences, and appraisal of significant theories and techniques relevant to management development.

Who May Attend

Federal, State and local government employees who are training specialists with significant responsibilities in the employee development function and with specific responsibility for management development in their agencies.

How To Make Nominations

Nominations can be made to source F. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

PROGRAMMED INSTRUCTION: APPLICATIONS FOR GOVERNMENT TRAINING

Civil Service Commission

A 3-day course held annually at the Civil Service Commission training facilities, Washington, D.C.

Description

This course will explore the principles, techniques and uses of programmed instruction, enabling participants to determine how this instructional method may best be utilized in meeting their agency training needs.

Who May Attend

Federal, State and local government employees who are serving as employee development officers and specialists having special interest or responsibility in instructional methodology.

How To Make Nominations

Nominations can be made to source F. See page vi. Contact your Training Office for course announcement and/or Quarterly

Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

THE SUPERVISOR AND ON-THE-JOB TRAINING

Civil Service Commission

A 3-day course held twice a year at the Civil Service Commission training facilities, Washington, D.C.

Description

The course is designed to provide the participants with the skills, knowledge and techniques he or she will need to conduct on-the-job training. This will be accomplished through the use of lectures, workshops, films, readings and practice sessions. It will cover:

- Reasons for training
- How employees learn
- Analyzing the job to be done
- Determining training objectives
- Planning and preparation for on-the-job training
- How to conduct O-J-T
- Evaluation and follow-up of on-the-job training

Who May Attend

This course is open to those supervisors in Federal, State and local governments who have responsibility for conducting on-the-job training or for training others to conduct on-the-job training. It is also open to non-supervisory employees who have significant responsibility for giving on-the-job training.

How To Make Nominations

Nominations can be made to source F. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

TRAINING COST MODEL WORKSHOP

Civil Service Commission

Half-day workshop conducted several times a year at the Civil Service Commission training facilities, Washington, D.C.

Description

This workshop provides a step by step procedure which will enable the participants to either predict the cost of a proposed training course or, in the absence of accurate data, to reconstruct the cost of a course that is already past. The cost model involves four simple steps:

- making basic assumptions about the structure of the proposed training course
- selecting cost data from cost data tables
- recording the data on worksheets
- transferring the data to summary cost worksheets

The workshop involves a presentation of the model and several participant exercises.

Who May Attend

Employee development specialists, personnel specialists, management and budget specialists and others who have or anticipate having responsibility for predicting or reconstructing the cost of training. State and local employees with equivalent positions are also eligible to attend.

How To Make Nominations

Nominations can be made at any time to source F. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

WORKSHOP IN TRAINING COURSE DESIGN

Civil Service Commission

A 5-day course to be conducted twice a year at the Civil Service Commission training facilities, Washington, D.C.

Description

This course is concerned with providing participants with the knowledges and skills needed in the design of training courses. The systems approach to course design will be emphasized and the course will include such topics as:

- task analysis
- behavioral analysis
- instructional objectives
- instructional sequence
- methods and media selection
- validation

Who May Attend

Employee development specialists, education specialists and others in Federal, State and local government who have responsibility for the design of training courses.

How To Make Nominations

Nominations can be made to source F. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

ADMINISTERING THE ALCOHOLISM PROGRAM

Civil Service Commission

A training course for alcoholism program administrators and coordinators to be held three times a year at the Civil Service Commission training facilities, Washington, D.C.

Description

Provides specific knowledge and skills and suggested plans for developing and implementing agency policy and program. Topics covered include: educating and informing the work-force; developing a counseling capability; establishing a liaison with community education, treatment and rehabilitation facilities; and evaluating the agency program. The opportunity for consultation following the program is also provided.

Who May Attend

Persons serving as headquarters level alcoholism program administrators and field installation coordinators as suggested by FPM Letter 792–4. State and local government employees in equivalent positions are also eligible to attend.

How To Make Nominations

Nominations can be made at any time to source F. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

ADVANCED EMPLOYEE RELATIONS

Civil Service Commission

A 3-day course to be held annually at the Civil Service Commission training facilities, Washington, D.C.

Description

Emphasizes three areas: employee relations program areas of special emphasis such as occupational health and pre-retirement counseling; current trends in the behavioral sciences as applied to employee relations; and the exchange of ideas and discussion of problems of mutual interest to the group. Does not include labor relations.

Who May Attend

Federal, State and local government employees serving as personnel specialists, GS–9 through 13 (or equivalent), who have had training or experience in the employee relations function.

How To Make Nominations

Nominations can be made to source F. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

ADVERSE ACTIONS

Civil Service Commission

A 3-day course to be held three times a year at the Civil Service Commission training facilities, Washington, D.C.

Description

Provides information on the purpose of adverse actions, historical and legal background, laws, executive orders, and regulations governing adverse actions, procedural requirements, preparations of notices of proposed adverse action and notice of decision, merits of cases, current issues, and reduction in force.

Who May Attend

Personnel specialists, GS–9 through 13 (or the equivalent), who prepare or review correspondence involved in adverse actions; plan and carry out reductions in force; prepare or review regulations; or perform advisory and counseling work in the subject areas concerned.

How To Make Nominations

Nominations can be made at any time to source F. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

APPEALS AND GRIEVANCE EXAMINERS

Civil Service Commission

A 3-day course to be held three times a year at the Civil Service Commission training facilities, Washington, D.C.

Description

Designed to provide knowledge in the procedural requirements of the appeals and grievance programs and skill in the preparation for and conduct of hearings and inquiries. Participation in this course will satisfy the standard requiring all Appeals and Grievance Examiners to complete a specialized course of training prescribed by the Commission.

Who May Attend

Persons meeting the Standards for Examiners established in FPM Letter 771-5, dated October 20, 1970.

State and local government employees in equivalent positions are also eligible to attend.

How To Make Nominations

Nominations can be made at any time to source F. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

BASIC EMPLOYEE RELATIONS

Civil Service Commission

A 5-day course to be held twice a year at the Civil Service Commission training facilities, Washington, D.C.

Description

Provides basic knowledges of the employee relations function including labor relations, with emphasis on case analysis of individual complaints, grievances, and appeals and coverage of legal and regulatory requirements; includes principles of human relations and introduction to counseling techniques.

Who May Attend

Federal, State and local government employees serving in personnel management positions, GS-5 through 11 (or equivalent).

How To Make Nominations

Nominations can be made to source F. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

COUNSELING THE TROUBLED EMPLOYEE: ALCOHOLISM, DRUG ABUSE AND THE EMOTIONALLY DISTURBED

Civil Service Commission

A training course to be held three times a year at the Civil Service Commission training facilities, Washington, D.C.

Description

Explores behavioral medical problems which, because they are heavily stigmatized, present distinct problems in identification and counseling. Coverage through role playing, group discussion, and case studies will include modern techniques for identification, motivation, and counseling of troubled employees.

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Who May Attend

Personnel management specialists, occupational health physicians or nurses, and other personnel who regularly counsel troubled employees. State and local government employees in equivalent positions are also eligible to attend.

How To Make Nominations

Nominations can be made at any time to source F. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

EMPLOYEE RELATIONS ASSISTANT FUNCTION: WORKSHOP FOR CLERICAL AND TECHNICAL SUPPORT PERSONNEL

Civil Service Commission

A 3-day course to be held twice a year at the Civil Service Commission training facilities, Washington, D.C.

Description

Designed to increase understanding and skill in assisting employees and supervisors with various areas of employee services such as retirement and health benefits. Also promote increased understanding of some basic concepts such as adverse actions and grievances. In addition to those mentioned, topics to be covered by lecture, group discussions, case studies and outside readings include community services, debt complaints and financial assistance, and disciplinary cases.

Who May Attend

Federal, State and local government employees who have clerical or technical support responsibilities in the employee relations functional area, GS-3 through GS-7, or employees being cross-trained.

How To Make Nominations

Nominations can be made to source F. See page vi. Contact your Training Office for course announcement and/or Quarterly

Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

THE MANAGER'S ROLE IN OCCUPATIONAL MENTAL HEALTH

Civil Service Commission

A 3-day course held annually at the Civil Service Commission training facilities, Washington, D.C.

Description

Designed to increase managers' understanding of the underlying causes of common behavior problems, broaden the range of possibilities open to managers in coping with problem employees, and identify resources available to employees with emotional or social problems. The conceptual framework—social, psychological, and medical—is established through lecture/discussion sessions with mental health professionals. Interspersed with lecture/discussion sessions are case discussions in small groups, with emphasis on the participants discussing and analyzing problems from their own experience. A professional resource person is available to each group. Subjects covered include: absenteeism and tardiness, alcoholism and drug abuse, interpersonal conflict, overdependence on others, destructive and threatening behavior, the manager's feelings and reactions to such problems, current views of the Civil Service Commission and the courts with reference to agency actions in connection with problem employees, and community resources.

Who May Attend

Federal, State and local government employees who are supervisors or managers, GS–9 and above (or equivalent). Others will be admitted as space permits.

How To Make Nominations

Nominations can be made to source F. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

MEDICAL ASPECTS OF ALCOHOLISM

Civil Service Commission

A training course to be held twice a year at the Civil Service Commission training facilities, Washington, D.C.

Description

Medical authorities in the alcoholism field describe current diagnostic and treatment techniques for identifying, confronting, and motivating alcoholic employees. The relationship between medical units and agency management is also discussed.

Who May Attend

Course is directed to occupational health physicians and nurses in Federal, State and local goverments.

How To Make Nominations

Nominations can be made to source F. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

PRE-RETIREMENT PLANNING INSTITUTE FOR AGENCY ADVISORS

Civil Service Commission

A 3-day course held annually at the Civil Service Commission training facilities, Washington, D.C.

Description

Provides agency retirement advisors with knowledges and techniques which will serve as a basis for developing and conducting in-house preretirement planning programs, and for strengthening existing programs. Covers: objectives of preretirement planning, content of a comprehensive preretirement planning program, designs, conduct, and evaluation of preretirement planning programs, and techniques of retirement counseling.

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Who May Attend

Federal, State and local government personnel who are or will be responsible for developing in-house preretirement planning programs or for counseling individual retirement eligibles.

How To Make Nominations

Nominations can be made to source F. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

SEMINARS IN ALCOHOLISM AND DRUG ABUSE PROGRAMMING

Civil Service Commission

A training course held annually consisting of ten half-day sessions at the Civil Service Commission training facilties, Washington, D.C.

Description

Guest speakers explore aspects of alcoholism and drug abuse programming of general interest. Presentations are followed by discussion with the speaker. Time is usually made available for discussion on common areas of concern. New films may also be previewed. Previous topics have included: "Supervisory Vacillation and How to Overcome It," with Dr. Harrison Trice; and "Empathy and the Art of Counseling," with Dr. David A. Stewart.

Who May Attend

Persons serving as alcoholism program administrators, coordinators, and medical and counseling personnel at all levels. State and local government employees are also eligible to attend.

How To Make Nominations

Nominations can be made to source F. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

ADVANCED EQUAL EMPLOYMENT OPPORTUNITY COUNSELING

Civil Service Commission

A three-day course to be given four times a year at the Civil Service Commission training facilities, Washington, D.C.

Description

This workshop is designed to aid EEO counselors in resolving complaints of discrimination on an informal basis. The course offers realistic suggestions for coping with counseling problems faced by participants. At the end of the course, participants should be able to:

- apply effective communication techniques
- practice sound counseling methods
- update their knowledge of the discrimination complaint process
- recognize the effects of discrimination
- define and analyze EEO problems

Who May Attend

Federal, State and local government employees who are presently serving as EEO Counselors and have completed the basic EEO Counseling course given by the Civil Service Commission or their agency.

How To Make Nominations

Nominations can be made at any time to source F. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

Other Information

Those designated to serve as EEO officers, investigators, or appeals examiners, or who function primarily as managers and supervisors, should register in the appropriate Civil Service Commission or agency courses dealing with these activities.

EQUAL EMPLOYMENT OPPORTUNITY COUNSELING

Civil Service Commission

A 3-day course to be held 10 times a year at the Civil Service Commission training facilities, Washington, D.C.

Description and Objectives

This course is designed to prepare EEO Counselors to informally resolve complaints of discrimination. The principal focus of the course is on techniques of counseling; taught through lecture and role-play sessions which simulate actual complaint situations.

Specifically, at the end of the course students will be able to:

- explain the discrimination complaint process
- describe their role as EEO Counselors

and will have the beginning skills necessary for them to:

- conduct interviews
- gather information pertinent to the complaint
- informally resolve the complaint

Who May Attend

Any Federal, State or local government employee who has been designated as an EEO Counselor.

How To Make Nominations

Nominations can be made at any time to source F. See Page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

Other Information

This program is *not* designed for *Investigators of discrimination complaints.*

EQUAL EMPLOYMENT OPPORTUNITY: PROGRAM PLANNING AND EXECUTION

Civil Service Commission

A 3-day course to be given twice a year at the Civil Service Commission training facilities, Washington, D.C.

Description

Designed to help agencies make equality of employment opportunity a reality, this workshop offers concrete suggestions for the design and implementation of an effective EEO program. At the end of the course, participants should be able to:

- understand the Federal Personnel System and its flexibilities
- know how to design and administer an affirmative action plan
- know how the discrimination complaint process works
- develop solutions for their own EEO problems using new ideas, methods, and resources

Who May Attend

This program is intended for newly-appointed EEO Officers and Directors of EEO programs. State and local government employees in equivalent positions are also eligible to attend.

How To Make Nominations

Nominations can be made to source F. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

Other Information

Those designated as EEO counselors, investigators, and appeals examiners, or who function primarily as managers or supervisors, should register in the appropriate Civil Service Commission or other agency courses dealing with these activities.

INVESTIGATION OF COMPLAINTS OF DISCRIMINATION

Civil Service Commission

A 4-day course to be held four times a year at the Civil Service Commission training facilities, Washington, D.C.

Description

This program is designed to provide discrimination complaint investigators with the beginning skills necessary for them to conduct a complete and impartial investigation.

Beginning with a discussion of the EEO complaint regulations, the course follows the investigative steps from initial receipt of the complaint to writing the report.

At the end of the course, the students will have the beginning skills necessary to:

- interpret statistics to determine the climate in which the alleged discrimination has taken place
- gather pertinent record information
- conduct an interview
- take testimony in affidavit form
- write the report

Who May Attend

Federal, State and local government employees who have been designated as discrimination complaint investigators.

How To Make Nominations

Nominations can be made at any time to source F. See Page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

Other Information

This course is *not* designed for *EEO Counselors.*

THE MANAGER'S ROLE IN EQUAL EMPLOYMENT OPPORTUNITY

Civil Service Commission

A 3-day course to be held four times a year at the Civil Service Commission training facilities, Washington, D.C.

Description

Developed to pinpoint the EEO responsibilities of Federal managers, this program will provide concrete ways for managers to develop and implement their personal EEO action plans. Specifically, at the end of the course, students will be able to:

- identify the nature of prejudice and its effect both on and off the job
- evaluate their own attitudes toward equal employment opportunity
- recognize and practice sound EEO techniques
- develop their *personal* EEO affirmative action plan
- analyze the effectiveness of their plans after they have implemented them

Who May Attend

Federal, State and local government employees serving as managers, GS–12 and above (or equivalent).

How To Make Nominations

Nominations can be made at any time to source F. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

PERSONNEL MANAGEMENT FOR EEO SPECIALISTS

Civil Service Commission

A 3-day course to be held twice a year at the Civil Service Commission training facilities, Washington, D.C.

Description

This seminar is designed to provide EEO specialists with the knowledge of the Federal Personnel System which is essential for the proper performance of their duties and responsibilities. Attention will focus on:

- Recruitment
- Examining
- Certification
- Selection
- Orientation
- Position classification
- Training
- Promotion plans and Upward Mobility
- EEO Complaint Procedures
- Disciplinary Action

Who May Attend

Federal, State and local government employees who are serving as Directors of EEO programs, EEO Officers, EEO Counselors, EEO Investigators, Federal Women's Program Coordinators, and any other EEO specialists.

How To Make Nominations

Nominations can be made to source F. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

Other Information

This course is not designed for personnel specialists.

IDEAS AND AUTHORS: PERSONNEL MANAGEMENT

Civil Service Commission

Three afternoon sessions held once a month for 3 months. This course is held annually at the Civil Service Commission training facilities, Washington, D.C.

Description

Affords Federal personnel specialists a chance to explore significant current publications through direct discussion of the author's ideas in addition to systematic examination of the books themselves. At each session, an outstanding writer will discuss his book, and an expert guest critic will present his reactions and commentary; after which participants will have an opportunity for discussion and questions. Books are furnished well in advance of the sessions at which they are to be discussed.

Who May Attend

This course is intended primarily for persons occupying positions in any personnel management specialty. Individuals from other occupational series will also be admitted to the extent that space permits. State and local employees are also eligible to attend.

How To Make Nominations

Nominations can be made to source F. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

INTRODUCTION TO PERSONNEL MANAGEMENT

Civil Service Commission

A 5-day course to be held 3 times a year at the Civil Service Commission training facilities, Washington, D.C.

Description

Defines and discusses the several personnel management specialties and their interrelationships, and emphasizes their relationships with overall personnel management and total management; identifies the special competences required for success in personnel management; discusses current trends and developments in personnel management.

Who May Attend

Career employees, usually grades GS–5 through 9, who are beginning or have been selected for careers in personnel management. Management interns or trainees in other fields are also eligible as space permits. State and local employees with equivalent positions will also be eligible.

How To Make Nominations

Nominations can be made at any time to source F. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

PERSONNEL MANAGEMENT EVALUATION TECHNIQUES

Civil Service Commission

A 5-day course to be held annually at the Civil Service Commission training facilities, Washington, D.C.

Description

This course is designed to provide basic training in the techniques and procedures of personnel management evaluation. Participants will be able to: (1) understand the primary considerations in planning, scheduling, and organizing evaluations; (2) employ basic information collecting techniques; (3) understand the fundamental elements required for effective presentations of evaluation findings.

Who May Attend

Participation is open to Federal, State and local government employees who will be involved in the conduct of personnel management evaluations, and who have a basic understanding of personnel policies and practices. Program material will be presented on the assumption that participants are sufficiently knowledgeable about these policies and practices to make qualitative judgments concerning an agency's management of its human resources.

How To Make Nominations

Nominations can be made to source F. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

PERSONNEL MANAGEMENT FOR PERSONNEL ASSISTANTS

Civil Service Commission

A 3-day course to be given four times a year at the Civil Service Commission training facilities, Washington, D.C.

Description

Designed to give participants increased knowledge about the Federal Personnel System; a broader perspective and deeper understanding of the following functional areas of personnel: (1) staffing and placement, (2) position classification, (3) employee-management relations, (4) employee development; and (5) increased knowledge of behavioral science concepts and application to personnel.

Who May Attend

Employees (GS–4 through 8) who have clerical and/or technical support or assistance responsibilities in any of the personnel functional areas. These employees will normally be in the GS–203 occupation series. State and local employees in equivalent positions are also eligible to attend.

How To Make Nominations

Nominations can be made at any time to source F. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

PERSONNEL MANAGEMENT FOR PERSONNEL SPECIALISTS

Civil Service Commission

This course will be scheduled over 2 separate weeks, held 1 month apart, and totaling 7 full-day sessions in all. It is held twice a year at the Civil Service Commission training facilities, Washington, D.C.

Description

Among the subject matter topics to be covered are:

- Management and Organization
- Human Behavior
- Human Resource Development
- Personnel Assessment
- Performance Standards and Evaluation
- Labor Relations
- Employee Relations and Services
- Personnel Management Evaluation

Who May Attend

Personnel specialists, GS-9 through 13; specially designed for those whose previous experience or training has not afforded a broad view of the personnel function. State and local employees of equivalent positions are also eligible.

How To Make Nominations

Nominations can be made to source F. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

PERSONNEL MANAGEMENT FOR SUPERVISORS

Civil Service Commission

A 3-day course to be given four times a year at the Civil Service Commission training facilities, Washington, D.C.

Description

Covers knowledges the first-line supervisor should have concerning personnel processes and principles for effective performance of his job, including the supervisor's role in the selection, orientation, and development of employees; maintaining morale and productivity; performance evaluation; discipline and adverse actions; and relations with the operating personnel office.

Who May Attend

First-line supervisors GS-5 through 12, (or equivalent). State and local employees in equivalent positions are also eligible to attend.

How To Make Nominations

Nominations can be made at any time to source F. See Page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

PSYCHOLOGY AND THE MANAGEMENT OF HUMAN RESOURCES

Civil Service Commission

A 3-day course held twice a year at the Civil Service Commission training facilities, Washington, D.C.

Description

Explores problems of human behavior in the organization in the light of psychological research findings, with specific applicability to: institutional requirements (selection, development, and counseling of employees); individual characteristics (personnel and organizational psychology and human motivation); and group influences (communication and employee-management relations).

Who May Attend

Middle-level staff and supervisory employees, as well as personnel specialists, who need to know more about the science of human behavior. This course is not intended for people who have had intensive courses in personnel psychology or industrial psychology. State and local employees in equivalent positions are also eligible.

How To Make Nominations

Nominations can be made to source F. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

Position Management

ADVANCED POSITION CLASSIFICATION

Civil Service Commission

A 3-day course to be held twice a year at the Civil Service Commission training facilities, Washington, D.C.

Description

Emphasizes classification program planning and execution as an integral part of total personnel management; stresses the role of classification in solving management problems and the responsibilities of the classification staff in related programs such as position management and job redesign; provides information about new classification concepts and techniques, and evaluation of the classification program.

Who May Attend

Personnel specialists, GS–9 through 13 (or the equivalent) who have performed journeyman classification work for at least one year. State and local government employees in equivalent positions are also eligible to attend.

How To Make Nominations

Nominations can be made to source F. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

JOB DESIGN AND RESTRUCTURING

Civil Service Commission

A 4-day course held twice a year at the Civil Service Commission training facilities, Washington, D.C.

Description

Presents a "how-to-do-it" approach to job development through occupational and job analysis, job design, and job restructuring to effect good position management and to provide additional opportunities for: (a) entry employment, (b) advancement within occupations, and (c) "bridges to higher-grade ladders."

Who May Attend

Federal, State and local government employees serving as personnel and management analysis specialists, line supervisors and managers, and other staff specialists who have significant responsibilities in position management and job development and who have well-rounded backgrounds in their own fields.

How To Make Nominations

Nominations can be made to source F. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

ORGANIZATION THEORY

Civil Service Commission

A 3-day course held annually at the Civil Service Commission training facilities, Washington, D.C.

Description

Explores traditional and current organization theory in the light of behavioral studies of employee needs and motivations; discusses divergent views of human motivation, practical organization considerations, effective leadership patterns, productivity, and achievement of program goals.

Who May Attend

Federal, State and local employees serving as personnel officers, supervisors, and managers, GS–11 through 15 (or the equivalent).

How To Make Nominations

Nominations can be made to source F. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

POSITION CLASSIFICATION AND THE MANAGEMENT PROCESS

Civil Service Commission

A 5-day course held six times a year at the Civil Service Commission training facilities, Washington, D.C.

Description

Stresses the role of classification in total personnel management. Provides information and practice applications necessary to develop basic skills in fact finding, analysis, and evaluation of positions through workshop and workbook activities.

Who May Attend

Federal, State and local government employees serving in personnel specialist positions, GS–5 through 9 (or the equivalent).

How To Make Nominations

Nominations can be made at any time to source F. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

POSITION CLASSIFICATION FOR MANAGERS AND SUPERVISORS

Civil Service Commission

A 3-day course held annually at the Civil Service Commission training facilities, Washington, D.C.

Description

Explains the values of sound position classification in achieving overall program goals; outlines the responsibilities of supervisors and managers in the classification process, in relation to the classification staff and to their own subordinates; discusses means of achieving closer cooperation between supervisors and managers and the classification staff.

Who May Attend

Federal, State and local government employees having line supervisory or managerial responsibilities.

How To Make Nominations

Nominations can be made to source F. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

POSITION MANAGEMENT

Civil Service Commission

A 3-day course held twice a year at the Civil Service Commission training facilities, Washington, D.C.

Description

Establishes a systematic approach to position management through study of the organization, groupings, and assignment of duties in accordance with effective procedures and technology; affords practice in the solution of problems of design of work, alternative organizational structures, motivation, utilization, and control systems; emphasizes the team approach (involvement of specialists in budgeting, classification, management analysis, etc.).

Who May Attend

Personnel, budget, and management analysis specialists, and line managers, who have significant responsibilities in position management and who have well-rounded backgrounds in their own fields. State and local government employees in equivalent positions are also eligible to attend.

How To Make Nominations

Nominations can be made to source F. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

Staffing

ADVANCED STAFFING AND PLACEMENT

Civil Service Commission

A 3-day course to be held twice a year at the Civil Service Commission training facilities, Washington, D.C.

Description

Reviews the subject areas comprising the staffing function, with emphasis on current policies and concerns and on the contributions of the behavioral sciences to the assessment of human abilities; emphasizes career staffing concepts and the responsibilities of staffing specialists in the achievement of the agency's mission; discusses evaluation of the staffing program.

Who May Attend

Personnel specialists, GS–9 through 13 (or the equivalent), who have had training or experience in the staffing function. State and local government employees in equivalent positions are also eligible to attend.

How To Make Nominations

Nominations can be made to source F. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

BASIC STAFFING AND PLACEMENT

Civil Service Commission

A 5-day course to be held five times a year at the Civil Service Commission training facilities, Washington, D.C.

Description

Provides an overview and basic knowledge of Federal staffing and placement policies and practices, including recruitment, placement, examining, appointment, internal staffing, promotion, placement follow-up, and program evaluation.

Who May Attend

Staffing specialists, GS–5 through 9 (or the equivalent), and other personnel specialists as space permits. State and local government employees in equivalent positions are also eligible to attend.

How To Make Nominations

Nominations can be made at any time to source F. See page vi. Contact your Training Office for course announcement

and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

MANPOWER PLANNING AND REQUIREMENTS

Civil Service Commission

A 3-day course to be held annually at the Civil Service Commission training facilities, Washington, D.C.

Description

Examines traditional, current, and emerging theories and practices related to manpower planning. Explores problems involved in establishing and implementing a manpower planning program. Discusses order of priorities in planning, anticipating the problems which can be expected at each stage of the process and integrating the findings into a comprehensive plan.

Who May Attend

Staff specialists involved in aspects of manpower planning, personnel officers and specialists, and line managers in grades GS-11 and above. State and local government employees in equivalent positions are also eligible to attend.

How To Make Nominations

Nominations can be made to source F. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

PERSONNEL ASSESSMENT AND SELECTION

Civil Service Commission

A 3-day course held twice a year at the Civil Service Commission training facilities, Washington, D.C.

Description

Reviews the basic concepts in the assessment of human abilities; stresses the uses, advantages, and limitations of the several types of personnel measurement and appraisal devices, e.g., supervisory appraisals, tests, vouchers, interviews, etc.; examines job analysis techniques including the job element approach, and ranking scheme techniques involving combining and weighting measurement results.

Who May Attend

Personnel Staffing Specialists GS–5 through 12 (or the equivalent), and other personnel specialists whose responsibilities include staffing. State and local government employees in equivalent positions are also eligible to attend.

How To Make Nominations

Nominations can be made to source F. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

PERSONNEL INTERVIEWING AND COUNSELING: A BASIC COURSE

Civil Service Commission

A 4-day course held three times a year at the Civil Service Commission training facilities, Washington, D.C.

Description

Provides a basic knowledge of the concepts and techniques used in the three principal categories of interviewing methods—the employment interview, the employee counseling interview, and the career counseling interview (separate segments will be devoted to interviewing and counseling the underutilized and disadvantaged). Participants, when in practice workshop sessions, will be assigned according to their indicated specialty.

Who May Attend

Employees in any professional personnel specialty grades 5–11 (or the equivalent), with significant interviewing, employee counseling, or career counseling responsibilities. Staff specialists and supervisors from other occupational series will be admitted as space permits. State and local government employees in equivalent positions are also eligible to attend.

How To Make Nominations

Nominations can be made at any time to source F. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

PERSONNEL STAFFING ASSISTANT FUNCTION

Civil Service Commission

A 3-day course held six times a year at the Civil Service Commission training facilities, Washington, D.C.

Description

Provides knowledge for clerical and technical support personnel in the use of the Federal Personnel Manual and qualification standards; increases understanding of specific rules, regulations, and procedures concerned with recruitment, examination, selection, and placement; and examines various employment interviewing techniques.

Who May Attend

Employees, GS–4 through GS–6 (or the equivalent), who have clerical and/or technical support or assistant responsibility in the personnel staffing function. State and local government employees in equivalent positions are also eligible to attend.

How To Make Nominations

Nominations can be made at any time to source F. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

TRAINING INSTITUTE FOR RECRUITERS

Civil Service Commission

A 4-day course held annually at the Civil Service Commission training facilities, Washington, D.C.

Description

Stresses recruiting methods and techniques, with emphasis on recruitment at colleges and universities. Covers the recruiting roles of the Commission, agencies, and Federal recruiters; authorities for recruiting and flexibilities under the merit system; determining long and short term manpower requirements; and techniques of interviewing, combined with practice interview sessions.

Who May Attend

This course is designed primarily for new Federal, State and local government recruiters who plan to devote either part-time or full-time to recruitment activities.

How To Make Nominations

Nominations can be made to source F. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

A WORKSHOP IN THE JOB ELEMENT EXAMINING METHOD

Civil Service Commission

A 3-day course to be held annually at the Civil Service Commission training facilities, Washington, D.C.

Description

Designed to give participants the following fundamentals of the job element method: historical background, terminology, general policy and philosophy of the method, methodology, techniques, and procedures, principles, IAB responsibilities in job element examining. Also, skill in the following: methods of studying jobs, identification of elements development of crediting plans, use of crediting plans in rating candidates, use of job element examining for in-service placement.

Who May Attend

Federal, State and local government employees who have or will have responsibility for the job element system in their agency.

How To Make Nominations

Nominations can be made to source F. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

See nomination procedures on page v.

Upward Mobility

UPWARD MOBILITY WORKSHOP

Civil Service Commission

A 4-day course held twice a year at the Civil Service Commission training facilities, Washington, D.C.

Description

This course is designed to provide practical suggestions for setting up upward mobility programs in public agencies. Existing programs will be analyzed and participants will have an opportunity to learn from the successes (and failures) of others. Among the specific program components analyzed will be the selection of employees for training and development, job restructuring, training, career counseling, and resources available to agencies.

Who May Attend

Participation is open to Federal, State and local government employees who will be involved in planning for and implementing an upward mobility program. Ideally, agencies should send a team consisting of all personnel who will play a key role in the upward mobility program including such personnel as an EEO specialist, personnel specialist, training specialist, and any others who are deeply involved in the planning and implementation process.

How To Make Nominations

Nominations can be made to source F. See page vi. Contact your Training Office for course announcement and/or Quarterly Calendar which provides course dates, cost, and location of training course.

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DEFENSIVE DRIVING TECHNIQUES

General Services Administration

A 1-day (8 hour) course offered intermittently at various locations throughout the U.S.

Description

This 8-hour course is designed to emphasize the principle that all accidents are caused, and that the drivers' way of thinking is an important factor in producing accidents. Correct decisions in driving, braking techniques, stopping distances, together with reaction time elements, and the driver's attitude, will be covered.

Who May Attend

Any Federal, State, City, or County operator of Government-owned or leased vehicles.

How To Make Nominations

Nominations should be submitted to the appropriate GSA region (See list below under Other Information) using optional form 37—Nomination for Interagency Training. Nominations should be submitted at least 10 days prior to beginning date of course.

Other Information

Courses will be offered nation-wide including Alaska, Hawaii, Puerto Rico, and Virgin Islands. Specific dates and locations will be announced by GSA regional offices.

GSA Regional Offices

Region:	**States covered:**
1 and 2.—Post Office Square, Boston, Ma. 02109, Phone: (617) 223-2536.	Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Puerto Rico, Rhode Island, Vermont, and Virgin Islands.
3.—7th and D Streets S.W., Washington, D.C. 20407, Phone: (202) 962-2178.	Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, and West Virginia.

Region:	**States covered:**
4.—1776 Peachtree Street N.W., Atlanta, Ga. 30309, Phone: (404) 526–5542.	Alabama, Florida, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee.
5.—219 S. Dearborn Street, Chicago, Illinois 60604.	Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin.
6.—1500 E. Bannister Road, Kansas City, Missouri 64131, Phone: (816) 361–7551.	Iowa, Kansas, Missouri, and Nebraska.
7.—819 Taylor Street, Fort Worth, Texas 76102, Phone: (817) 334–2381.	Arkansas, Louisiana, Oklahoma, New Mexico, and Texas.
8.—Building 41, Denver Federal Center, Denver, Colorado 80225.	Colorado, Montana, North Dakota, South Dakota, Utah, and Wyoming.
9.—49–4th Street, San Francisco, Ca. 94103, Phone: (415) 556–1458.	Arizona, California, Hawaii, and Nevada.
10.—GSA Center, Auburn, Washington 98002, Phone: (206) 833-5423.	Alaska, Idaho, Oregon, and Washington.

EDITORIAL PLANNING FOR PRINTING PRODUCTION

Government Printing Office

Two 8-day programs to be held twice a year in the fall and spring, at the Government Printing Office, 832 North Capitol Street (at H), NW., Washington, D.C.

Description

Lectures covering planning, copy preparation, scheduling, printing processes, type use, selection and use of art and photographs, electronic photocomposition, printing procurement procedures, and sale distribution of government publications. A guided tour of the typesetting and the printing production divisions of the Printing Office is included.

Who May Attend

Federal writers and editors, or administrators associated with these fields, and those who prepare specifications for use in requisitioning printing from the Government Printing Office, or who are required to work with the Government Printing Office as department or agency procurement officers.

How To Make Nominations

A letter or Civil Service Optional Form 37 should be submitted by authorized agency representatives to the Superintendent of Typography and Design, Room C–829, U.S. Government Printing Office, Washington, D.C. 20401, by September 29, 1972, and March 2, 1973, respectively. Applications should include the following information: Nominee's name, position title and brief description of duties, grade level, and department or bureau; and the telephone number of the person to be notified of acceptance. This notice will be given approximately one week prior to the start of each program. Nominees will be accepted in the order in which they are received.

Other Information

No cost to agencies. It is expected that those registering will participate in all eight sessions. Limited classroom capacity will restrict each of the two attending groups to 65 persons. Further information may be obtained by calling 541–3339, or code 149 extension 339.

FORENSIC CHEMISTS SEMINAR

Bureau of Narcotics and Dangerous Drugs, Department of Justice

Schedule to be issued in September, 1972.

Description

This course is designed to increase the chemist's knowledge of the drug abuse problem and to aid him in the analysis of stimulant, depressant, narcotic, and hallucinogenic drugs and in the presentation of testimony. The program includes classroom instruction in pharmacology, chromatography, and other methods of analysis. A one day session of the 5 day program is conducted at the Bureau of Narcotics and Dangerous Drugs' Special Testing and Research Laboratory where participants are afforded the opportunity to utilize the various instruments and techniques.

Who May Attend

Nominees will be selected from State, Municipal, and Federal laboratories who conduct analysis of drug evidence in criminal cases. Nominees must have a minimum of a B.S. degree in chemistry or science and be employed full-time as a police chemist or criminalist.

How To Make Nominations

Applications can be obtained by contacting: Assistant Director for Training, National Training Institute, Bureau of Narcotics and Dangerous Drugs, 1405 "I" Street, N.W., Washington, D.C. 20537. This seminar is conducted at the National Training Institute in Washington, D.C.

Other Information

Cost of the training is free, however, all subsistence and related travel expenses must be borne by the candidate, his department, or sponsor. For further information call (202) 382–4551.

INTRODUCTION TO THE MARINE ENVIRONMENT

U.S. Naval Oceanographic Office (NAVOCEANO)
Suitland, Md.

This program will be conducted from February 12—April 24, 1973. The program may be taken in its entirety or by topic according to individual interests. Sessions will be held at the U. S. Naval Oceanographic Office, Suitland, Md.

Description

This program is an outgrowth of courses originally intended for international audiences. It is based on the premise that the oceans are linked with and respond to most of man's modification of his environment. A proper understanding of the impact of these changes on the marine environment depends first on knowing the normal mechanisms and ecological relationships that exist. Topics in the course concerned with conservation factors, pollution, its effects and the possibilities of abatement are related to oceanography. Topics are detailed under "Other Information".

Who May Attend

Participation is open to civilian and military personnel in the Federal government, and to state and city employees, including school teachers. There are no grade level restrictions, but nominees should hold positions where an understanding of the topics selected will enhance their work performance.

How To Make Nominations

Nominations should be submitted to the Career Development Division, U.S. Naval Oceanographic Office, Washington, D.C. 20390. A brief description of the employee's duties should be included in the nomination, which may be made by Optional Form 37 (Nomination for Interagency Training) or by letter.

Other Information

Costs of the individual topics vary. Agencies will be billed for all accepted nominees unless formal cancellations are received at least 2 full weeks prior to the course beginning date. Substitutions of eligible participants may be made up to the beginning of the program.

Two different topics are taught each day. Each topic is given on consecutive days except when statistics is offered. Due to the time needed for reduction of data, statistics is given on alternate days.

Topics

Currents
Instrumentation for the Marine Environment
Marine Ecology
Marine Geology and Geotectonics
Ocean and Eustarine Tidal Action
Ocean Waves and Coastal Effects
Physical Processes and Interactions in Sea Water
Statistics: A Tool for Marine Investigation
Underwater Sound

Agencies may obtain further information from Career Development Division, U.S. Naval Oceanographic Office, Washington, D.C. 20390. Phone: (202) 763-1440 or code 174-31440.

LAW ENFORCEMENT TRAINING SCHOOL

Bureau of Narcotics and Dangerous Drugs, Department of Justice

Schedule to be issued in September, 1972.

Description

The 2-Week Law Enforcement Training School is designed to equip the officer with knowledge of the most advanced techniques involved in the enforcement of the narcotic and dangerous drug laws. The school provides the officer with a basic knowledge of drug identification, informant development, initiation of drug cases, surveillance activity, as well as other enforcement courses germane to a drug investigator's duties.

Who May Attend

All full-time law enforcement officers are eligible for enrollment in this school.

How To Make Nominations

Applications can be obtained by contacting: Assistant Director for Training, National Training Institute, Bureau of Narcotics and Dangerous Drugs, 1405 "I" Street, N.W., Washington, D.C. 20537. This course is conducted at the National Training Institute as well as numerous locations throughout the United States.

Other Information

Cost of the training is free, however, all subsistence and related travel expenses must be borne by the candidate, his department, or sponsor. For further information call (202) 382–4551.

POLICE TRAINING SCHOOL

Bureau of Narcotics and Dangerous Drugs, Department of Justice

October 10 to December 15, 1972, January 15 to March 23, 1973 and April 9 to June 15, 1973.

Description

The ten-week Police Training School provides the candidate with an intensive period of training relating to narcotic and dangerous

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drug law enforcement. The purpose of this school is to provide the police officer with the needed expertise in all areas of narcotic and dangerous drug law enforcement to enable him to provide leadership in his community's overall effort to combat drug abuse. The school equips the officer with the ability to conduct in-depth narcotic and dangerous drug investigations, as well as supervisory responsibilities involved in the specialized field of law enforcement. Instructional contents of the school includes extensive drug identification, pharmacology and enforcement principles, i.e., development, surveillance, evidence handling, intelligence operations, organized crime arrest, search and seizure techniques, crime scene search and raid planning, as well as many other courses which are germane to the officers' duties. The candidate receives instruction in supervision and management principles, public speaking, courtroom procedures, social aspects of drug abuse, drug death investigation techniques, addict rehabilitation, etc., from authorities in these fields. Legal aspects of drug investigations, the creation of Metropolitan Enforcement Groups and community prevention programs are emphasized. Candidates participate in several field training exercises designed to afford them opportunities to apply classroom instruction to "actual" investigations. The course also includes extensive physical development and firearms training.

Who May Attend

Enrollment in the ten-week Police Training School is available to all full-time police officers specializing in drug enforcement.

How To Make Nominations

Applications can be obtained by contacting: Assistant Director for Training, National Training Institute, Bureau of Narcotics and Dangerous Drugs, 1405 "I" Street, N.W., Washington, D.C. 20537. This school is conducted at the National Training Institute, Washington, D. C.

Other Information

Cost for the training is free, however, all subsistence and related travel expenses must be borne by the candidate, his department, or sponsor. For further information call (202) 382-4551.

SEMINAR FOR THE COMMUNITY DEVELOPMENT SPECIALIST—FEDERAL—STATE—LOCAL

Department of Housing and Urban Development

A 2-week seminar to be offered once each quarter beginning October 1972 at the Department of Housing and Urban Development, 451 7th Street, SW, Washington, D.C. 20410.

Description

This course is designed to bring together specialists working in various aspects of community development. Through a variety of educational techniques, in which the participants play key roles, it stresses that a cooperative and interdisciplinary approach will lead to more effective decision making in the community development process. The seminar also introduces concepts which will better enable participants to understand the community development process in a total framework.

Who May Attend

This program is designed primarily for and open to those government specialists and public administrators on the Federal, State and local levels who are involved in the community development process, GS-13 through GS-15, or equivalent. Participant specialists should be from occupational areas such as: architecture, engineering, education, community and intergroup relations, rural housing, manpower training, highway and urban transportation, housing and welfare.

How To Make Nominations

Nominations made by Federal agencies should be submitted through authorized agency representatives to the Department of Housing and Urban Development, Office of Personnel, Attn: Director, Training Division, 451 7th Street, S.W., Room 2152, Washington, D.C. 20410, using Optional Form 37 for this purpose. Nominations from state and local agencies may be made by writing the Department of Housing and Urban Development (see complete address above).

Other Information

Specific dates, locations and cost will be announced at the beginning of the fiscal year, further information may be obtained by calling area code 202, 755-5473 or code 137-55473.

CARRIER SELECTION—FREIGHT CLASSIFICATION

General Services Administration

A 1-day course scheduled periodically in Washington, D.C., and other centers of Federal population.

Description

This course is designed to assist Federal agencies in the selection of commercial carriers for the domestic transportation of Goverment property by providing criteria for making judicious routing decisions, and assisting agencies in describing Government property on transportation documents to obtain the most economical freight rates. Topics to be discussed are: use of classification publications, how to describe freight, modes of transportation, how to route Government freight, and equitable distribution of tonnage.

Who May Attend

This course is open to any Federal employee whose full or part-time duties involve freight transportation functions. Employees responsible for issuing and processing Government bills of lading are also eligible to attend.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Director, Program Planning and Coordination Division, Transportation and Communications Service, General Services Administration, Washington, D.C. 20405, using Optional form 37 (Rev.), Nomination for Interagency Training. A brief description of the nominee's duties should be included in item 11 of the OF 37.

Other Information

No cost to agencies. Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202–254–6352, or code 193, extension 46352.

FREIGHT LOSS AND DAMAGE CLAIMS

General Services Administration

A 1-day course scheduled periodically in Washington, D.C., and other centers of Federal population, or offered on-site at agency request.

Description

This course is designed to assist Federal agencies in the processing of claims against carriers for loss and damage to Government property during shipment, and in taking precautionary steps to prevent loss and damage to their shipments. The following topics are highlighted: prevention of loss and damage; liability of shipper and carrier; consignee's certificate of delivery; report of loss, damage, or shrinkage, and measure of loss and damage; and step-by-step claims procedures.

Who May Attend

This course is open to all Federal employees responsible for the handling and processing of loss and damage claims. It is also open to employees concerned with the shipping and receiving of Government property in safe condition.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Director, Program Planning and Coordination Division, Transportation and Communications Service, General Services Administration, Washington, D.C. 20405, using Optional form 37 (Rev.), Nomination for Interagency Training. A brief description of the nominee's duties should be included in item 11 of the OF 37.

Other Information

No cost to agencies. Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 254–6352, or code 193, extension 46352.

FREIGHT RATES AND TARIFFS

General Services Administration

A 1-day course scheduled periodically in Washington, D.C., and other centers of Federal population.

Description

This course is designed to broaden the transportation and traffic management capabilities of Federal agencies by: exploring the benefits to be derived from proper application of rates, routings, and other transportation data in carrier's tariffs; reviewing the pricing structure of the transportation carriers of the United States; and providing information and guidance regarding the availability and use of GSA's tariff library facilities in obtaining more economical transportation services. Discussion will include: freight rates, carrier tariffs; rate tenders to the Government; accessorial services, specialized services; transit arrangements; and regulatory provisions.

Who May Attend

This course is open to administrative, supervisory, and operations personnel whose full or part-time duties involve freight transportation activities.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Director, Program Planning and Coordination Division, Transportation and Communications Service, General Services Administration, Washington, D.C. 20405, using Optional form 37 (Rev.), Nomination for Interagency Training. A brief description of the nominee's duties should be included in item 11 of the OF 37.

Other Information

No cost to agencies. Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 254-6352, or code 193, extension 46352.

GOVERNMENT BILLS OF LADING AND COMMON SHIPPING FAULTS

General Services Administration

A 1-day seminar scheduled periodically in Washington, D.C., and other centers of Federal population.

Description

This seminar is designed to improve the quality of shipping documentation by Federal agencies, thereby eliminating many of the discrepancies encountered by the General Accounting Office in their post audits. Approved bill of lading procedures are discussed in detail and the most common trouble spots identified. Questions and open discussion are encouraged. The GSA Handbook "How to Prepare and Process U.S. Government Bills of Lading" provides ready reference to the subject matter and it is suggested that participants bring their copies to the seminar.

Time is allowed for general discussion on any topic pertaining to the movement of Government property. Participants are urged to take part in this exchange of information and ideas. Specific questions requiring reference to the GSA tariff library may be submitted to the course instructor and data will be furnished in writing from the TCS-GSA staff.

Who May Attend

This seminar is open to administrative, supervisory, and operational personnel whose full or part-time duties involve freight transportation activities. Persons responsible for issuance and processing of Government bills of lading should attend. The subjects covered will be of interest to property and supply officers, procurement agents, warehouse supervisors and shipping personnel. Any other Federal employees whose duties are related to the subject matter may also attend.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Director, Program Planning and Coordination Division, Transportation and Communications Service, General Services Administration, Washington, D.C. 20405, using Optional form 37 (Rev.), Nomination for Interagency Training. A brief description of the nominee's duties should be included in item 11 of OF 37.

Other Information

No cost to agencies. Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 254–6352, or code 193, extension 46352.

MODERN TRAFFIC TECHNIQUES

General Services Administration

A 3-day course scheduled as needed in Washington, D.C., and other centers of Federal population.

Description

This course is designed to broaden the transportation and traffic management capabilities of Federal agencies by: integrating procurement, supply distribution, and financial aspects into a unified transportation resource; updating agency procedures in the transportation of Government property; and exploring basic and advanced methods of traffic management for future as well as present application.

Who May Attend

Civilian agency personnel in grades GS–11 and above, or equivalent, having administrative or supervisory responsibility over supply, procurement, storage, and distribution activities involving transportation and traffic management, are eligible to attend.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Director, Program Planning and Coordination Division, Transportation and Communications Service, General Services Administration, Washington, D.C. 20405, using Optional form 37 (Rev.), Nomination for Interagency Training. A brief description of the nominee's duties should be included in item 11 of the OF 37.

Other Information

No cost to agencies. Additional information may be obtained by calling area code 202, 254–6352, or code 193, extension 46352.

OCEAN TRANSPORTATION

General Services Administration

A 1-day course scheduled as needed in Washington, D.C., and other centers of Federal population.

Description

This course is designed to increase effectiveness and economy in the international procurement and transportation programs of Federal agencies by presenting and discussing means of: coordinating procurement functions more closely with those of transportation; promoting a broader understanding of ocean transportation procedures; investigating costs via all modes, or combinations of modes of transportation; and providing for the most effective terms of delivery in contracts. Topics to be discussed include: the materials procurement stage; the preliminary shipping stage; transportation to port, the port activity stage; export shipments; import shipments; cross trades shipments; steamship conferences; foreign freight forwarders; and ship chartering.

Who May Attend

Administrative, supervisory, and operations personnel whose duties involve the procurement and transportation of materials for delivery to overseas destinations are eligible to attend.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Director, Program Planning and Coordination Division, Transportation and Communications Service, General Services Administration, Washington, D.C. 20405, using Optional form 37 (Rev.), Nomination for Interagency Training. A brief description of the nominee's duties should be included in item 11 of the OF 37.

Other Information

No cost to agencies. Additional information may be obtained by calling area code 202, 254–6352, or code 193, extension 46352.

PREPARING AND PROCESSING THE GOVERNMENT TRANSPORTATION REQUEST

General Services Administration

A 1-day seminar/workshop scheduled periodically in Washington, D.C., and other centers of Federal population.

Description

This seminar/workshop has been designed to assist agency personnel in the development and improvement of government transportation request procedures. The course will include discussions and workshop activities on the preparation and processing of the transportation request in passenger transportation procurement.

Who May Attend

This course is open to agency personnel who: (1) participate in travel arrangements; (2) desire a refresher course or an introduction to travel procedures; or (3) want to formulate or develop better procedures.

How To Make Nominations

Nominations should be submitted through agency development officers to the Chief, Passenger and Personal Entitlements Branch (TTTC), Transportation and Communications Service, General Services Administration, Washington, D.C. 20405, using Optional Form 37, Nomination for Interagency Training. A brief description of the nominees duties should be included in item 11 of the OF–37.

Other Information

No cost to agencies. Specific dates and locations will be announced. Agencies may obtain further information by calling area code 202, 254–5246 or code 193, extension 45246.

SHIPPING HOUSEHOLD GOODS

General Services Administration

A 1-day course scheduled periodically in Washington, D.C., and other centers of Federal population.

Description

This program is designed to assist Federal agencies in: Obtaining more advantageous rates for shipping household goods; providing authoritative information about what alternatives are available, and what allowances are authorized for employees being transferred; aiding employees in the selection of carriers; safeguarding employees from unnecessary costs in shipping household goods; and providing guidance for employees in preparing for movement of household goods. Among the topics to be discussed are: the "commuted rate" system versus the use of Government bills of lading, carrier rates and services, entitlements of individuals, common problems areas, and questions and answers in GSA's pamphlet "Shipping Your Household Goods."

Who May Attend

This course is open to administrative, fiscal, and transportation personnel whose duties involve the movement of employees' household goods.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Director, Program Planning and Coordination Division, Transportation and Communications Service, General Services Administration, Washington, D.C. 20405, using Optional form 37 (Rev.), Nomination for Interagency Training. A brief description of the nominee's duties should be included in item 11 of the OF 37.

Other Information

No cost to agencies. Scheduled dates and locations to be announced. Agencies may obtain further information by calling area code 202, 254-6352, or code 193, extension 46352.

TRANSPORTATION ASSISTANCE TO PROCUREMENT OFFICERS

General Services Administration

A 1-day course scheduled periodically in Washington, D.C., and other centers of Federal population.

Description

This course is designed to assist Federal agencies in coordinating procurement and transportation operations through improved application of traffic management techniques at all stages of the procurement cycle and in achieving greater economy and effectiveness in agency procurement programs where transportation is a factor.

The course emphasizes an understanding of transportation cost considerations involved in procurement transactions and the application of traffic management techniques. Topics to be covered are: transportability of commodities to be procured, freight classification of procured items, packaging and protection specifications, FOB origin vs. FOB destination, guaranteed shipping weights and cubes, carload/truckload vs. less load lots, loading and handling at origin, consignee receiving facilities, use of transit privileges, freight rates in bid evaluation, and overseas transactions.

Who May Attend

This course is open to civilian agency personnel, regardless of grade, who are concerned with the relationship between procurement and transportation of Government property. This includes employees with duties in procurement involving transportation cost consideration, as well as employees in traffic management related to procurement.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Director, Program Planning and Coordination Division, Transportation and Communications Service, General Services Administration, Washington, D.C. 20405, using Optional form 37 (Rev.), Nomination for Interagency Training. A brief description of the nominee's duties should be included in item 11 of the OF 37.

Other Information

No cost to agencies. Specific dates and locations will be announced. Agencies may obtain further information by calling area code 202, 254–6352, or code 193, extension 46352.

URBAN TRANSPORTATION PLANNING

Department of Transportation

A 2-week course offered three times a year.

Description

The course is designed to impart a working knowledge of selected urban travel forecasting techniques and procedures. These techniques and procedures are presented through a series of lectures and workshop sessions set in a framework of the urban transportation planning process. Included in the presentation are such items as traffic assignment, travel forecasting (including mass transit), trip generation, trip distribution and network evaluation (with strong emphasis on social and physical environment) as well as an introduction to economic, population and land use analyses.

Who May Attend

Persons who are closely connected with transportation planning.

How To Make Nominations

Nominations are to be submitted to the Associate Administrator for Planning, Federal Highway Administration, Department of Transportation, 400 7th Street SW., Washington, D.C. 20590. Nominations may be made by phone: (202) 426–0585, or code 118–60585.

Other Information

There is no cost for the course. All necessary instructional materials are provided.

WORKSHOP FOR COLLEGE ADMINISTRATORS

Bureau of Narcotics and Dangerous Drugs, Department of Justice

Schedule to be issued in September 1972

Description

This 3-day program includes lectures and discussions on Federal law dealing with narcotics and dangerous drugs, drug identification, drug pharacology, social and psychological aspects of drug abuse, drug abuse prevention, drug research programs, current trends in abuse of drugs on campus, as well as other presentations which are instrumental in developing the participants' knowledge of the drug abuse problem.

Who May Attend

University and college deans, administrators, their staffs, and other college professionals are eligible for enrollment.

How To Make Nominations

Applications can be obtained by contacting: Assistant Director for Training, National Training Institute, Bureau of Narcotics and Dangerous Drugs, 1405 "I" Street, N.W., Washington, D.C. 20537.

Other Information

This course is offered free of charge, however, all subsistence allowances must be covered by the sponsoring college or university. For further information call (202) 382–4551.

How To Make Nominations

Applications can be obtained by contacting: Assistant Director for Training, National Training Institute, Bureau of Narcotics and Dangerous Drugs, 1405 "I" Street, N.W., Washington, D.C. 20537. This school is conducted at the National Training Institute, Washington, D. C.

Other Information

Cost for the training is free, however, all subsistence and related travel expenses must be borne by the candidate, his department, or sponsor.

LIMITED INTERAGENCY COURSES

ACTION

These courses are designed primarily for employees of ACTION. However, applicants from other agencies will be accepted on a space-available basis. For information about these courses, please call or write: Employee Development Specialist, Skills Training Center, Development and Evaluation Branch, Division of Personnel, ACTION, Room 330, Matomic Building, 1717 H Street NW, Washington, D.C. 20525. Phone (202) 382-8741, code 128-8741.

Beginning & Intermediate Typing (Cassette tape instruction)
Beginning Shorthand (Shorthand 960)
Career English (Autotutor)
Speed Building Shorthand

Agriculture, *Agricultural Research Service*

The following programs are designed primarily for USDA, Agricultural Research Service. However, applicants from other agencies will be accepted on a space-available basis. For information about these programs, please call or write: Chief, Employee Development and Safety Branch, Personnel Division, Plant Industry Station, Beltsville, Maryland, 20705; (301) 344-3176.

Civil Rights Training Program
Defensive Driving
Effective Listening
Employee Performance and Career Service Evaluation Workshop
English Grammar Review I and II
Motivation and Productivity
Orientation Training for Secretarial and Clerical Employees
Secretarial Training Course
Supervisory Development Program
Supervisory Training Course, Phase I
Supervisory Training Course, Phase II

Agriculture, *Animal and Plant Health Inspection Service*

The following programs were designed primarily for Agricultural Research Service employees and will be continued by the Animal and Plant Health Inspection Service. Applicants from other agencies will be accepted on a space-available basis. For information about these programs, please call or write: Director, Executive Development Staff, Animal and Plant Health Inspection Service, Department of Agriculture, Federal Center Building, Hyattsville, Maryland 20782; Phone: (301) 436-8818.

Arithmetic
Civil Rights Training Program
Correspondence Procedures
Defensive Driving
Effective Listening
English Grammar
English Grammar Review I and II
Mathematics I and II
Orientation Training for Secretarial and Clerical Employees
Reading Program
Secretarial Training Course
Shorthand
Spelling
Supervisory Development Program
Supervisory Training Course, Phase I
Supervisory Training Course, Phase II
Telephone Techniques
Typing
Vocabulary Improvement

Agriculture, *Food and Nutrition Service*

These programs are designed primarily for USDA, Food and Nutrition Service employees. However, applicants from other agencies will be accepted on a space-available basis. For information about these programs, please call or write: Chief, Employee Development, Health, Safety and Awards Branch, Personnel Division, Food and Nutrition Service, U.S. Department of Agriculture, Washington, D.C. 20250, phone: (202) 447-8072.

Better Office Skills and Service
Supervision and Group Performance

Agriculture, *Office of the Inspector General*

This course is presented primarily for Office of the Inspector General Employees. However, applicants from other agencies will be accepted on a space-available basis. For information about these programs, please call or write: Training Director, Office of the Inspector General, U.S. Department of Agriculture, Washington, D.C. 20250; Phone (202) 447-5677.

Combined Orientation for Auditor and Special Agent New-Hires

Agriculture, *Office of Personnel*

These programs are designed primarily for U.S. Department of Agriculture employees. However, applicants from other agencies will be accepted on a space-available basis. For information about these programs, please call or write: Employee Development Officer, Security and Operations Staff, Office of Personnel, U.S. Department of Agriculture, Washington, D.C., 20250: (202) 447-6977.

Kepner-Tregoe Problem Solving and Decision Making (K-T)
Seminars in Executive Development (SED)
Seminars in Middle Management (SIMM)

Air Force

These programs (conducted at the U.S. Air Force Personnel Development Center, Gunter Air Force Base, Alabama) are designed primarily for Air Force employees. However, applicants from other agencies will be accepted on a space-available basis. For information on these programs, please call or write: Mr. Milton J. Feldman, Career Programs Division, Directorate of Civilian Personnel, HQ USAF, Forrestal Building, Room 5B 218, Washington, D.C. 20314; Phone (202) 693-5297, IDS Code 11-35297.

Advanced Placement and Employee-Management Relations
Basic Classification and Wage Administration
Basic Placement and Employee-Management Relations
Basic Training Specialist
Civilian Personnel Officer
Program Management

This thirty-hour course was designed primarily as a supplement to the fifty-hour *Management for the Air Force Supervisor* course (Management 1). However, the subject matter covered is appropriate for supervisors of any Federal agency in that it provides the basic knowledge and techniques required to effectively discharge their personnel management responsibilities.

The Course is conducted at Bolling Air Force Base, Washington, D.C., by specialists of the Central Civilian Personnel Office staff. For details call or write Chief, Career Management Advisory Section; 1100th Air Base Wing (DPCT) Bolling Air Force Base, Washington, D.C. 20332; telephone (202) 574–4300 or IDS code 141–4300.

Management for the Air Force Supervisor (Mgt. 1, Part II)

Army, *Army Computer Systems Command*

These courses are designed primarily for employees of the Department of Defense. However, applicants from other agencies will be accepted on a space-available basis. For information about these courses, please call or write: Chief, Technical Training and Services Division, Headquarters, U.S. Army Computer Systems Command, Fort Belvoir, Virginia, 22060; Phone: (202) 756–5488 (Physical location: 7700 Arlington Boulevard, Falls Church, Virginia).

ANS COBOL
Assembly Language Coding
Computing Systems Fundamentals
Data Base Design
Fundamentals of Programming
Introduction to Disk Operating System-DOS/Job Control Language
Introduction to IBM System 360
Introduction to Operating System-OS/Job Control Language
Introduction to Operations Research
Introduction to Statistics
Introduction to Teleprocessing
Programming Language/1
Systems Analyst Training

Army, *Harry Diamond Laboratories*

These courses are designed primarily for advanced degree science and engineering employees of the Army. However, applicants from other agencies will be accepted on a space-available basis. For information about these courses, please call or write: Chief, Training and Development Branch, Civilian Personnel Office, Harry Diamond Laboratories, Washington, D.C. 20438. Phone: (202) 896–9779 or Code 188–9779.

Basic Supervisory Development (Offered semi-annually)
Elements of Fuzing
Elements of Radar
Fourier Series and Transfers
Numerical Methods

Army, *Walter Reed Army Medical Center*

This course is designed primarily for Army employees. However, applicants from other agencies will be accepted on a space-available basis. For information about this program please call or write: Chief, Training and Development Section, Civilian Personnel Branch, Walter Reed Army Medical Center, Washington, D.C. 20012. Phone: Area Code (202) 576-2193, or code 198-2193.

Retirement Planning

Commerce, *Domestic and International Business*

These courses are designed for Department of Commerce employees. Applicants from other agencies, however, will be accepted on a space-available basis. For information about these courses, please call or write: Chief, Employee Development Branch, Office of Personnel, Domestic and International Business, Washington, D.C. 20203; Phone (202) 967-5075 Code 189-5075.

Pre-Retirement Planning Seminar
Supervisory Practices for Secretaries

Commerce, *Maritime Administration*

These courses are designed primarily for employees in the Maritime Administration. However, applicants from other agencies will be accepted on a space-available basis. For information about these programs, please call or write: Chief, Division of Employee Development, Office of Personnel, U.S. Maritime Administration, Washington, D.C. 20235. Phone: (202) 967-2686 or code 189-2686.

Personnel Management for Supervisors
Supervision and Group Performance

Commerce, *National Bureau of Standards*

These programs are designed primarily for National Bureau of Standards employees. However, applicants from other agencies will be accepted on a space-available basis. For information about these programs, please call or write: Employee Development and Relations Section, National Bureau of Standards, Washington, D.C. 20234, phone: (202) 921-3498, code 164-3498.

Basic Management Techniques I (1 week)
Introduction to Supervision (1 week)
Supervision and Group Performance (1 week)

Commerce, *Office of Personnel*

This course is designed primarily for Department of Commerce employees. However, applicants from other agencies will be accepted on a space-available basis. For information about this course, please call or write: Management Training Officer, Employee Development Division, Office of Personnel, Department of Commerce, Washington, D.C. 20230, Phone (202) 967–3731; Code 189–3731.

Managerial Course

These courses are designed primarily for Department of Commerce employees at Grades 7 and below, with particular emphasis on Grades 5 and below. However, applicants from other agencies will be accepted on a space-available basis. For information about these programs, please call or write: Basic Skills Training Officer, Office of Personnel, Office of the Secretary, Department of Commerce, Washington, D.C. 20230, Phone (202) 967–3731 or Code 189–3731.

Basic English
Beginning and Advanced Gregg Shorthand
Beginning and Refresher Typing
GED Training (High School Diploma)
Special Remedial Courses

Commerce, *Patent Office*

These programs are designed primarily for Patent Office employees. However, applicants from other agencies will be accepted on a space-available basis. For information about these programs, please call or write, Employee Development Division, Office of Personnel, Patent Office, Washington, D.C. 20231. Phone (202) 967–3432, code 167–3432.

Patent Examining Initial Training
Reading Improvement
Supervision and Group Performance

Defense, *Office of Secretary*

This course is designed primarily for employees of OSD eligible or nearly eligible for optional retirement. Personnel from other agencies may be scheduled on a space-available basis. For information about this program, please call or write: Chief, Training and Career Development Branch, OSD Personnel Division, Pentagon, Washington, D.C. 20301, Phone (202) 697–6701 or code 11–76701.

Pre-Retirement Seminar (1 day)

Defense, *Defense Mapping Agency*

These courses are designed primarily for Defense employees of this agency. However, applicants from other agencies will be accepted on a space-available basis. For information about these courses, please contact Chief, Training and Development Division, Personnel Office, Defense Mapping Agency Topographic Center, 6500 Brooks Lane, Washington, D.C. 20315. Phone (202) 227-2147.

Aerial Photo Interpretation
Analytical Photogrammetry
Civil Defense
Conference Leadership
Effective Speaking
Executive Development
First Aid
High School G.E.D. Preparation
Medical Self-Help
Military Correspondence
Personnel Management
Plain Letters
Pre-Retirement Planning
Role of the Supervisor
Supervisory Development
Technical Cartography
Value Engineering
Work Simplification

Defense Supply Agency

These programs are designed primarily for DSA employees. However, applicants from other agencies will be accepted on a space-available basis. For information about these programs, please call or write: Chief, Employee Development Branch, Civilian Personnel Division, Defense Supply Agency, Administrative Support Center, Cameron Station, Alexandria, Va. Phone: (202) 274-7493, Code 107-47493.

Advanced Effective Listening
Basic Management Techniques I
Conference Leadership
Dictation for Managers
Effective Listening
Introduction to Supervision
Labor Management Relations for Supervisors
Management and Group Performance
Supervisors Role in EEO

District of Columbia Government, *Department of Corrections*

These courses are designed primarily for personnel of the Department of Corrections. However, applicants from other departments and agencies of D.C. Government, and personnel of Federal, State and local correctional agencies may be accepted on a space-available basis. For information about these courses, please contact

Training Administrator, Department of Corrections, Lorton, Virginia, 22079. Phone: (703) 690–1111.

- **Disturbance and Security Training**
- **In-Service Training for Correctional Officers**
- **Pre-Service (Orientation) Training for all New Employees**
- **Pre-Service Training for all new Correctional Officers**
- **Seminars for Social Workers**
- **Supervision I and II**
- **Weapons Qualification Training**

General Services Administration, *Public Buildings Service*

This course is designed primarily for employees of the General Services Administration, Public Buildings Service. However, applications from other agencies will be accepted on a space-available basis. For information about this program, please call or write: Director, Assignment and Utilization Division, Office of Space Management, Public Buildings Service, General Services Administration, Washington, D.C. 20405, phone: (202) 343–4276 or code 183, extension 4276.

- **Office Excellence (Concept of Space Planning and Layout)**

General Services Administration, *Transportation and Communications Service*

This course is designed primarily for GSA, Transportation and Communications Service employees. However, applicants from other agencies will be accepted on a space-available basis. The course is offered in Washington, D.C. only. For information about this course, please call or write: Chief, Communications Division, Regional Transportation and Communications Service, 7th & D Streets, S.W., Washington, D.C. 20407, phone: (202) 962–7693 or code 13–27693.

- **Telecommunications Operations (6 weeks)**

Government Printing Office

These courses are designed primarily for Government Printing Office employees. However, applicants from other agencies will be accepted on a space-available basis. For information about these courses please call or write: Chief, Training and Career Development Section, U.S. Government Printing Office, Washington, D.C. 20401. Phone: (202) 541–2882; Code 149–2882.

- **Management Development Course (GPO–2)**
- **Plain Letters**
- **Supervisory Development Course (GPO–1) (Pre-supervisory)**

Health, Education, and Welfare, *Food and Drug Administration*

These programs in Radiological Health include the presentation of short courses and seminars and are open to Federal, State and local government employees who may use radiation or are engaged in radiation protection activities. *No charge is made for these courses.* Trainees must provide for their own housing and transportation. For further information write or call: Chief, Technical Training Services, Bureau of Radiological Health, Food and Drug Administration, Department of Health, Education and Welfare, 5600 Fishers Lane, Rockville, Maryland 20852. Phone: (301) 443-2596 or code 153 Extension 32596.

Basic Radiation Protection—Rockville, Md. and Albany, N.Y.
Fundamentals of Non-Ionizing Radiation Protection—Rockville, Md.
Medical X-Ray Protection—Rockville, Md.

Health, Education, and Welfare, *Southwest Interagency Training Center*

These courses are limited to those Public Service Career Trainees of Federal and District of Columbia government agencies under agreements approved by the U.S. Civil Service Commission. For information about these courses contact: Director, Southwest Interagency Training Center, Tempo A, Wing 9, Second and T Streets S.W., Washington, D.C. 20315; Phone (202) 727-2672.

- **Basic Education**
- **G. E. D. Preparation**
- **Gregg Shorthand (Diamond Jubilee Series)**
- **Office Practices**
- **Shorthand I**
- **Shorthand II**
- **Supervisory Training**
- **Typewriting**
  - **Entry Level I**
  - **Entry Level II**
  - **Upgrading**
- **Upward Mobility Seminars**

Housing and Urban Development

These programs are designed primarily for HUD employees. However, applicants from other agencies will be accepted on a space-available basis. For information about the following programmed courses, please call or write: Director, Programmed Instruction and Reading Skills Laboratory, Department of Housing and Urban Development, 451 7th Street, S.W., Room 2152, Washington, D.C. 20410, Telephone (202) 755-5406 or code 138-55406.

Basic Statistics
Introduction to PERT
Magnetic Patterns of the English Language
Reading Improvement
Vocabulary Building

For information about the following classroom courses, please call or write: Chief, Office Skills Training, Department of Housing and Urban Development, Room 2152, 451 7th Street, S.W., Washington, D.C. 20410, Telephone (202) 755-5234 or code 138, extension 55234.

Gregg Simplified Shorthand Refresher Course
Secretarial Workshop
Typewriting Refresher Training

Interior, *Bureau of Sport Fisheries and Wildlife*

These fishery training programs are designed primarily for Bureau employees. However, applicants from other agencies will be accepted on a space-available basis. For information about these programs, please contact: Mr. John L. Fulbright, EEO and Training Specialist, Personnel Division, Telephone: (202) 343-6104 or code 183-6104, or Mr. Howard Larsen, Assistant Chief, Division of Fish Hatcheries, Telephone: (202) 343-2197 or code 183-2197, Bureau of Sport Fisheries and Wildlife, U.S. Department of the Interior, 18th & C Streets, N.W., Washington, D.C. 20240.

- **The Marion School, Marion, Alabama**
  - **Pond Construction**
  - **Physics and Chemistry of Water**
  - **Fish Diseases**
  - **Warm Water Fish Diseases**
  - **Aquatic Plant Identification**
  - **Life in Water Related to Fish Culture**
- **The Spearfish School, Spearfish, South Dakota**
  - **Nutrition**
  - **Methods of Propagation**
  - **Diseases**
  - **Methods and Interpretations of Water Analysis**
  - **Administrative Procedures**
  - **Use of Hatcheries as a Management Tool**

Interior, Office of Secretary
Departmental Management Training Center

These courses, designed primarily for Interior employees, are open on a space-available basis to other Federal, State and local government employees. For information about these courses contact: Director, Departmental Management Training Center, Department of Interior, Washington, D.C. 20240. Phone: (202) 343-2959.

- **The Supervisor's Job, Part I**
- **The Supervisor's Job, Part II**

Interior, Office of Secretary
Departmental Skills Training Center

These courses, designed primarily for Interior employees, are open on a space-available basis to other Federal, State and local government employees. For information about these courses contact: Director, Departmental Skills Training Center, Department of Interior, Washington, D.C. 20240. Phone: (202) 343-3345.

- **Advanced Secretarial Skills**
- **Basic English**
- **Basic Reading**
- **Beginning Shorthand**
- **Beginning Typing**
- **Comprehensive Reading**
- **Secretarial Skills**
- **Refresher Shorthand**
- **Refresher Typing**

Justice, *U.S. Marshals Service*

This course is designed primarily for employees of the U.S. Marshals Service. However, applicants from other government agencies (including State and local) with current or future responsibilities for design, management, implementation and evaluation of the various security systems will be accepted on a space-available basis. For information about this course contact: Chief of Training, U.S. Marshals Service, Department of Justice, Washington, D.C. 20530. Phone: (202) 739-2784.

- **Court and Judicial Security**

Labor, *Bureau of Labor Statistics*

These courses are designed primarily for employees of Department of Labor. However, applicants from other agencies will be accepted on a space-available basis. For information on these programs, please call or write, Chief, Training Branch, Bureau of Labor Statistics, 441 G Street NW, Washington, D.C. 20212; (202) 961-2033 or 2873, IDS Code 110-2033 or 2873.

ADP Training

- Job Control Language (Advanced Features—3 days)
- Job Control Language Coding (2 days)
- Job Control Language (Optimization Techniques) (2 days)
- Operating System /360 Concepts and Facilities (2 days)
- Operating System/360 Service Programs (2 days)
- Utility Programs (2 days)
- All are scheduled to be given six times per year.

Clerical and Office Skills Training

- Advanced Dictation and Transcription (4 weeks—24 hours) (Twice a year)
- Basic English (5 weeks, programmed course—twice a year)
- Comprehensive eRading (5 weeks, 15 hours, 2 days per week—twice a year)
- Files Improvement Workshop (1 week) (Offered quarterly)
- Orientation and Refresher Typing (2 weeks, 10½ day sessions—intermittently)
- Secretarial Techniques (5 days, 2 hours per day)
- Shorthand I (10 weeks, three times a week for 2 hours) (Twice a year)
- Shorthand II (6 weeks, three times a week for 2 hours) (Twice a year)
- Typing I (4 weeks, three times weekly for 2 hours—three times a year)
- Typing II (4 weeks, three times weekly for 2 hours—three times a year)

Labor, *Occupational Safety and Health Administration*

This course is designed to provide occupational safety and health training and education. Applicants from Federal agencies will be accepted on a space-available basis. Courses will be conducted at OSHA Training Institute, Chicago, Illinois. For information please call or write: Director, Office of Education, Occupational Safety and Health Administration, Department of Labor, 400 First Street NW, Railway Labor Building, Washington, D.C. 20210; phone (202) 961-5194 or code 110-5194.

Occupational Safety and Health

Labor, *Office of the Assistant Secretary for Administration and Management*

These courses are designed primarily for Department of Labor employees. However, applicants from other agencies will be accepted on a space-available basis. For information please call or write, Chief, Division of Training and Employee Development, OASAM, Department of Labor, 14th & Constitution Ave., NW, Washington, D.C. 20210. Phone (202) 961-2101 or code 110-2101.

Human Side of Management
Management Techniques for Supervisors

Navy, *Capital Area Personnel Services Office*

These programs are designed primarily for Department of the Navy employees. However, applicants from other agencies will be accepted on a space-available basis. For information about these programs, please call or write: Chief, Employee Development Division, Capital Area Personnel Services Office, Navy, Room 1111, Ballston Towers #2, 801 N. Randolph Street, Arlington, Virginia 22203; (202) 692-4476/78.

Basic Employee Development for Personnel Specialists
Basic Employee Relations for Personnel Specialists
Basic Position Classification for Personnel Specialists
Basic Staffing and Placement for Personnel Specialists
Instructional Methods
Labor-Management Relations Seminar for Personnel Specialists
Presenting Information to Management
Seminar for Equal Employment Opportunity Counselors
Seminar in Interviewing and Counseling Techniques for Personnelists
Training Institute for Recruiters

Navy, *Consolidated Civilian Personnel Office*

These courses, designed primarily for employees of Navy, are open on a space-available basis to other Federal employees. For information contact: Chief, Employee Development Division, Consolidated Civilian Personnel Office, Department of Navy, Washington Navy Yard, Washington, D.C. 20390. Phone: (202) 433-3160.

Basic Office Skills Training
Basic and Pre-Supervisory Development
Effective Executive (Peter Drucker)
Effective Writing
English Usage (Programmed Instruction)
Instructional Methods
Motivation and Productivity (Saul Gellerman)
Orientation (New Employees)
Personnel Management
Pre-Retirement Planning Seminar
Reading Improvement (VICORE)
Report Writing
Secretarial Development
Seminar for Summer Aids Supervisors
Shorthand (Beginners and Advanced)
Supervisory Development (2nd Phase)

- **Supervisor Training on Human Relations**
- **Typing, Remedial**
- **Typewriting Refresher**

Navy, *Naval Oceanographic Office*

These programs are designed primarily for U.S. Naval Oceanographic Office employees. However, applicants from other agencies will be accepted on a space-available basis. For information about these programs, please call or write: Career Development Division, Civilian Personnel Management Office, Washington, D.C. 20390, phone (202) 763–1470 or IDS Code 174–31470.

- **Clerical and Office Skills**
  - **Basic Typing Workshop**
  - **Basic English Workshop**
  - **Better Office Skills and Service (BOSS)**
  - **Dictation and Transcription Power**
  - **Secretarial Techniques**
  - **Advanced Secretarial Techniques**
- **Managerial and Supervisory**
  - **EEO Awareness Symposium**
  - **Effective Management for Women in Government**
  - **Effective Supervisory Leadership**
  - **Personnel Management for Executives**
  - **Supervisory Decision Making**
- **Other**
  - **Retirement Planning Seminar**
  - **Speaking and Listening**

Small Business Administration

These courses are primarily for employees of Small Business Administration. However, applicants from other agencies will be accepted on a space-available basis. For information about these courses, please write or call: Chief, Training Division, Small Business Administration, 8115 Fenton St., Silver Spring, Md. 20910. Phone: (301) 495–4431 or Code 179–4431.

- **Instructor Training**
- **Interviewing for Results**
- **Management Development**
- **Personnel Management for First-Level Supervisors**

State, *Foreign Service Institute*

The following programs are designed primarily for Department of State employees. Applicants from other agencies will be accepted on a space-available basis. For information about these programs, please call or write: Registrar, Foreign Service Institute, Department of State, Washington, D.C. 20520. Phone (703) 557-5410.

Administrative Training
Area Studies
Clerical Training
  Advanced Secretarial Practices and Procedures
  Basic Communications
  Basic Office Skills and Techniques Workshop
  Stenography
  Typewriting
Communication Skills
  Effective Writing
  Public Speaking
  Reading Improvement
Consular Training
Country Studies
Economic and Commercial Training
Executive Development
Intensive Language Training
Junior Officer Training
Orientation
Political Training
Special Studies
Wives Training

Treasury, *Internal Revenue Service*

These courses are designed primarily for Internal Revenue Service employees in the Washington area. However, applicants from other agencies will be accepted on a space-available basis. For information about these courses please write or call: Miss Ruby Bennett, National Office Training Branch, Internal Revenue Service, 1111 Constitution Ave., NW., Room 1002, Washington, D.C. 20244. Phone (202) 964-3798 or code 184 extension 3798.

Gregg Shorthand Theory Review Course (18 hours—Diamond Jubilee Series)
Shorthand Refresher Dictation Course (20 hours)
Typewriter Refresher Training Course (20 hours)

Treasury, *Office of Personnel*

This course is designed primarily for Department of Treasury employees. However, applicants from other agencies will be accepted on a space-available basis. The course is designed to present practical information to those planning for retirement. For information about this course, please write or call Mrs. Adrienne

Burch, Office of Personnel, Room 2428, Main Treasury Building, Washington, D.C. 20220. Phone (202) 964–5025 or code 184–5025.

Retirement Planning

Veterans Administration

The following programs are primarily for employees of the Central Office of the Veterans Administration, but applicants from other agencies will be accepted on a space-available basis. For information, please call or write: Mr. P. LeR. Loomis, Employee Relations and Training Division (055C), Veterans Administration Central Office, 810 Vermont Avenue, N.W., Washington, D.C. 20420, Phone (202) 389–3101, or code 148–3101.

Administrative Communications Seminar
Advanced Supervisory Management
Basic Office Practices
Basic Supervisory Practices
Better Letters
Better Letters Refresher
Briefings and Presentations
Conference Leadership
Intermediate Supervisory Management
Secondary Supervisory Practices
Seminar in Advanced Executive Management
Seminar on Motivation and Human Relations
Shorthand Refresher

The following programs are primarily for employees of the Veterans Administration Hospital, Washington, D.C., but applicants from other agencies will be accepted on a space-available basis. For information, please call or write: Mrs. Jacqueline A. Waters, Training Officer (135C), VA Hospital, 50 Irving St., N.W., Washington, D.C. 20422. Phone (202) 483–6666, Ext. 405 or Code 159, Ext. 405.

Advanced Medical Terminology
Basic Medical Terminology
Work Simplification

APPENDIX

U. S. Civil Services Commission Training Centers

Region	Geographic Boundaries
ATLANTA Center Director Atlanta Region Regional Training Center U.S. Civil Service Commission Merchandise Mart 240 Peachtree Street, N.W. Atlanta, Georgia 30303 Phone: (404) 526-4477	Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee.
BOSTON Center Director Boston Region Regional Training Center U.S. Civil Service Commission Post Office & Courthouse Building Boston, Massachusetts 02109 Phone: (617) 223-2569	Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont.
CHICAGO Center Director Chicago Region Regional Training Center U.S. Civil Service Commission 610 South Canal Street Chicago, Illinois 60607 Phone: (312) 353-2927	Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin.
DALLAS Center Director Dallas Region Regional Training Center U.S. Civil Service Commission 1100 Commerce Street Dallas, Texas 75202 Phone: (214) 749-3915	Arkansas, Louisiana, New Mexico, Oklahoma, and Texas; Swan Islands; Panama Canal Zone.

Region	Geographic Boundaries
DENVER Center Director Denver Region Regional Training Center U.S. Civil Service Commission Building 20 Denver Federal Center Denver, Colorado 80225 Phone: (303) 234-2304	Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming.
NEW YORK Center Director New York Region Regional Training Center U.S. Civil Service Commission Federal Building 26 Federal Plaza New York, New York 10007 Phone: (212) 264-0460	New Jersey, New York, Puerto Rico, Virgin Islands.
PHILADELPHIA Center Director Philadelphia Region Regional Training Center U.S. Civil Service Commission Customhouse Second and Chestnut Streets Philadelphia, Pennsylvania 19106 Phone: (215) 597-4442	Delaware, Maryland (except Montgomery and Prince Georges Counties), Virginia (except Alexandria, Fairfax, and Falls Church Cities; Arlington, Fairfax, Loudoun, and Prince William Counties), West Virginia, and Pennsylvania.
SAN FRANCISCO Center Director San Francisco Region Regional Training Center U.S. Civil Service Commission Federal Building—Box 36010 450 Golden Gate Avenue San Francisco, California 94102 Phone: (415) 556-5738	Arizona, California, Hawaii, and Nevada. Also includes the U. S. Territories of Guam, American Samoa, Canton, Wake, Johnston, and Midway Islands. Australia, Bonins, Burma, Fiji, Formosa, Hong Kong, Indonesia, Japan, Korea, Laos, New Zealand, Phillipines, Ryukyus, Thailand, Trust Territories and Vietnam.
ST. LOUIS Center Director St. Louis Region Regional Training Center U.S. Civil Service Commission 1520 Market Street St. Louis, Missouri 63103 Phone: (314) 622-4274	Iowa, Kansas, Nebraska, Missouri.

Region	Geographic Boundaries
SEATTLE Center Director Seattle Region Regional Training Center U.S. Civil Service Commission 3079 Federal Office Building Seattle, Washington 98104 Phone: (206) 442-4700	Alaska, Idaho, Oregon, Washington.
CENTRAL OFFICE	Metropolitan area of Washington, D.C. (consists of the District of Columbia; Alexandria, Fairfax, and Falls Church Cities, Va.; Arlington, Fairfax, Loudoun, and Prince William Counties, Va.; and, Montgomery and Prince Georges Counties, Md.)

The six (6) U.S. Civil Service Commission Training Centers located in Washington, D.C. are listed on page vi.

For general information regarding training matters contact:

Bureau of Training
Training Assistance Division
U.S. Civil Service Commission
Washington, D.C. 20415
Telephone: (202) 632-5660 or 632-6020

EXECUTIVE SEMINAR CENTERS:

BERKELEY EXECUTIVE SEMINAR CENTER
U.S. Civil Service Commission
2440 Bancroft Way (3rd Floor)
Berkeley, California 94704
Telephone: (415) 841-3547 (FTS)
(415) 841-5121 (Cml.)

KINGS POINT EXECUTIVE SEMINAR CENTER
U.S. Civil Service Commission
c/o U.S. Merchant Marine Academy
Kings Point, New York 11024
Telephone: (516) 482-8343 (FTS)
(516) 487-4500 (Cml.)

OAK RIDGE EXECUTIVE SEMINAR CENTER
U.S. Civil Service Commission
Broadway and Kentucky Avenues
Oak Ridge, Tennessee 37830
Telephone: (615) 483-4708 (FTS)
(615) 482-4933 (Cml.)

FEDERAL EXECUTIVE INSTITUTE:

FEDERAL EXECUTIVE INSTITUTE:
c/o The Thomas Jefferson Inn
Route 29, North
Charlottesville, Virginia 22903
Telephone: (703) 296-1295 (FTS)
(703) 296-0181 (Cml.)

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